

Corporate Card Policy

Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations and fees or charges that apply to the individual Library card apply to the corporate card. In requesting a corporate card, the company agrees to be responsible for all materials checked out on the card(s). The company holds the responsibility for retrieving Library cards from any staff members who leave their employ, and/or notifying the Library to cancel any card number that leaves their control.

To apply for a Corporate Card a request must be made on company letterhead. The individual making the request needs to apply for the card in person, and present a corporate or business license, current paid tax receipt, or certificate of existence in addition to acceptable photo ID.

The letter requesting the Corporate Card is to be from the owner, director, chief executive officer or other individual authorized to make financial arrangements on behalf of the company or institution. This document must include acknowledgement regarding:

- 1) Accepting financial responsibility for lost or damaged materials and overdue charges;
- 2) Acceptance of responsibility for Library cards issued in the organization's name, including notification to the Library of any card number that leaves the company's control.

Use of a corporate account is limited to 5 adult (defined as being over 18) employees of the business, organization, or institution as designated by the executive director or owner. One of the five designees must be the executive director or owner setting up the account. These designated users must be listed on the account and present current photo ID at the time of each checkout. Normal borrowing limits and fines apply. Usage of the card(s) should be limited to company-related activities. These are special cards, which cannot be issued with reciprocal borrowing privileges and cannot be used at other Libraries.

Borrowing privileges to the organization will be allowed as long as the company and all designated cardholders maintain clear Library records, or until the account is cancelled. However, cancellation does not relieve the company from obligation to the Library for the return and/or payment of materials previously borrowed on the card(s).

Each authorized Library card issued is renewable annually in January. The Library will send an update authorization request. The updated authorization list must be returned on company letterhead. The updated list may be faxed or mailed to the Library.

Approved by Library Board 9/11/2008
Approved by City Council 10/27/2008

