

POLICY ON BUSINESS CARDS

Any business with an office based within the boundaries of the Jericho Union Free School District may have a courtesy library card upon written request of the officer in charge. A letter signed by that officer and written on said company's letterhead, may designate staff members who are permitted to use the courtesy library card; the officer assumes full responsibility for delinquencies or non-returns of library material.

The card will be made out in the name of the business. This card will be honored for circulation and reference services offered at the Jericho Public Library including check out of books, recordings, magazines, reference assistance and interlibrary loan requests. This Library card will not permit reserves on new books.

Use of the library card is restricted to the Jericho Public Library. It does not include Direct Access privileges.

Any business whose personnel have abused the privileges of this courtesy card by persistent delinquencies and non-returns which have not been cleared by payment or restitution of material, may have their privileges revoked.

Adopted by the Board of Trustees of the	
Jericho Public Library	June 30, 1978
Revised	December 12, 1983
Revised	August 13, 1990
Revised	October 7, 1997
Revised	August 8, 2006