



MARSHALLTOWN
PUBLIC LIBRARY

www.marshalltownlibrary.org

Application for Nursing Home Card

105 West Boone St., Marshalltown, IA 50158

Scan to email library@marshalltown-ia.gov or fax to the library at 641-754-5708

Cardholder's Name: _____ Preferred Phone: _____

Organization Name _____

Organization Address: _____

Cardholder PIN #: (4 digits you choose, can use to check acct.online) _____

Please **READ** the Guidelines/Terms for Nursing Home card below, then **SIGN** the application.

Cardholder's Signature _____ **Date** _____

Nursing Home Administrator

Signature: _____ **Date** _____

EMAIL of **Nursing Home Administrator** to renew status each year _____

EMAIL of **Cardholder** for overdue reminders, hold notices _____

GUIDELINES FOR NURSING HOME CARDS:

Nursing Home cards allow nursing home, assisted living, and care center facilities within Marshall County to appoint representatives to check out books for residents. Nursing Home cards are subject to the same overdue fines and fees as our other cards.

A critical part of the application process requires that your organization agree to be financially responsible for any damaged or lost items on the nursing home card. The sponsoring organization will be listed as guardian on the account and may have access to all information about how the card is used.

Possession of the nursing home library card will be deemed permission to use it (therefore, if a card is lost, please let us know so we can reissue a new barcode.) **Nursing home cards are not a replacement for a personal card; nursing home representatives should use their personal library card to check out items for home use.**

The library also has a "shut-in" service where we pick out and deliver a set number of books or audiobooks for residents at facilities once per month; this is an alternative to this service—we can work with nursing facilities to help create library cards for their residents if they don't already have one.

TERMS OF CHECK-OUT

Please be aware of the following: Books may be checked out on nursing home cards for 28 days. Due to multiple demands on our collection, and concerns about fair and equal access to public library materials, we cannot extend checkouts past the 2 renewals allowed. Items kept out without renewal will proceed from “overdue” to “lost” status (at 10 days overdue) at which point there is a \$5.00 processing fee (in addition to the cost of the material, if not returned). These processing fees are to cover the postage and administrative/staffing charges, and are removed if an item is returned. When an item is declared LOST, a bill is then sent to the guardian on the account. (i.e. nursing home administrator, etc.) These fees are often reduced when a nursing home representative communicates with us in a timely manner regarding the lost or damaged items.

DAMAGED OR LOST ITEMS

Items that are lost or damaged must be paid for by the organization listed as responsible on the application. The cardholder may choose to pay for the item personally, but the ultimate responsibility lies with the organization that is listed as the guardian on the account. If something is damaged, please let us know and we will see if we can repair it. Please allow library staff to repair, rather than trying to repair yourself.

NURSING HOME CARD RENEWALS

The library will renew nursing home cards once per year. However, it is the organization’s responsibility to notify us if a staff change has occurred during the year. Until notification occurs, in writing to kfink@marshalltown-ia.gov or mail to Circulation Department, Marshalltown Public Library, 105 W. Boone St., Marshalltown, IA 50158), the organization remains responsible for any items checked out on this account.

The Marshalltown Public Library reserves the right to revoke the privilege of nursing home cards based on two years of inactivity, lack of compliance with any of the above guidelines, or systematic abuse (checking out items obviously meant for personal use, repeated damage, etc.) Please direct any comments, questions, or suggestions about Nursing Home cards to Katie Fink, Public Services Manager at kfink@marshalltown-ia.gov or 754-5738 ext. 2.

SPONSORING ORGANIZATION RESPONSIBILITIES

I understand that by signing this application as a fiscal representative of the sponsoring organization, I am agreeing to have **my organization** serve in a “guardian” capacity on this card. This means that I will have access to information about how these cards are used (titles, status of items, overdue items, etc.) as well as a **financial responsibility for lost or damaged items**. Lost notices/bills will be sent in c/o the fiscal representative.