

Application for Irving Public Library Corporate Card

Corporations and businesses in the City of Irving are eligible to apply for a Corporate Card from the Irving Public Library. This enables representatives from the company or business to borrow library materials from the Irving Public Library on behalf of the company.

To apply for a Corporate Card a written request must be made on company letterhead and submitted (email preferred) to the Irving Public Library along with the completed application.

Circulation Services
Irving Public Library
P.O. Box 152288
Irving, TX 75015-2288

Phone: (972) 721-2440
Fax: (972) 721-2463
circulation@cityofirving.org

Basic Information About the Irving Public Library Corporate Card

- By completing the application, the company agrees to abide by the policies and procedures of the Irving Public Library and accepts responsibility for any library materials checked out on any card issued to a designated company cardholder.
- The company may authorize up to four (4) library cards to designated employees to check out materials on the company's behalf. Each library card is allowed to check out up to 50 items each; otherwise, all other library policies and procedures concerning borrowing privileges, rules of usage and restrictions apply. Usage of the card(s) should be limited to company-related activities.
- Irving Public Library allows borrowing privileges to the company so long as the designated cardholder accounts are clear of fees charged due to lost, damaged or unreturned materials. If the company chooses to cancel their Corporate Library Cards they will still be responsible for the return and/or payment of materials previously borrowed on the card(s).
- Each authorized library card issued may be renewed annually. The company will need to send an updated authorization request on company letterhead and an updated application to the Irving Public Library. The authorization request and application may be emailed, faxed or mailed to the address listed above.

Please call the library or visit our website for more information about the Irving Public Library and other library card policies at www.cityofirving.org/1054/Library.

Thank you,

Circulation Services
Irving Public Library
(972) 721-2440

IRVING PUBLIC LIBRARY
Corporate Card Application

This application extends borrowing privileges to corporations and businesses located in Irving, Texas. By submitting this application, the company agrees to accept responsibility for all materials checked out on the corporate card(s) issued to company representatives and to abide by all Irving Public Library policies.

Company name: _____
Mailing address: _____
Street address: _____
City: _____ State: _____ Zip: _____
Phone # _____ Fax # _____
Business or Sales Tax #: _____
Company website/URL: _____

As an authorized official of this company, I agree that the company accepts responsibility for all materials borrowed from the Irving Public Library on the card(s) issued to the individual(s) below. This includes payment for lost/damaged materials and adherence to the current policies of the library. I agree to notify the Irving Public Library immediately when changes are required in the list of designated employees, or should cancellation of any card(s) issued be required. Cancellation will not relieve my company from its obligations to the library for return or payment of materials previously borrowed on the card(s).

Signature: _____ Date: _____
Print name: _____
Job title: _____
Phone number: (_____) _____ Email address: _____

Choose one: Mail cards to company Courier will pick up Each employee will pick up

The following employees are designated to receive a corporate card on behalf of this company:

1. Name: _____ Job title: _____
Birthdate: _____ Select 4 digit PIN #: _____
Business phone: _____ Email address: _____
Business address (if different): _____
If the employee is being renewed do they need a replacement card? YES NO
Library Use Only: Card # issued by the library: _____ **Expiration date:** _____

2. Name: _____ Job title: _____
Birthdate: _____ Select 4 digit PIN #: _____
Business phone: _____ Email address: _____
Business address (if different): _____
If the employee is being renewed do they need a replacement card? YES NO
Library Use Only: Card # issued by the library: _____ **Expiration date:** _____

3. Name: _____ Job title: _____
Birthdate: _____ Select 4 digit PIN #: _____
Business phone: _____ Email address: _____
Business address (if different): _____
If the employee is being renewed do they need a replacement card? YES NO
Library Use Only: Card # issued by the library: _____ **Expiration date:** _____

4. Name: _____ Job title: _____
Birthdate: _____ Select 4 digit PIN #: _____
Business phone: _____ Email address: _____
Business address (if different): _____
If the employee is being renewed do they need a replacement card? YES NO
Library Use Only: Card # issued by the library: _____ **Expiration date:** _____