

Geauga County Public Library
Operating Policy Manual

SECTION: Institution Cards
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Organizations engaged in educational, cultural or recreational activities in Geauga County may register as institutional borrowers along with other institutions such as assisted living and skilled care centers. Organizations may apply for institution cards by completing a standard GCPL application, naming the organization's director (or other employee designated by the director) as a contact person. The application must include a letter on agency letterhead stating that the organization wishes to apply and accepts responsibility for all fines and fees, if any. If the organization has a governing body, then the letter must also state that the organization's board has voted to approve the application and accepts responsibility for all fines and fees.

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