



Rutgers University Libraries
 Corporate Library Associates
 Public Services and Communications Office
 169 College Avenue
 New Brunswick, NJ 08901-1163
 (732) 932-7505

Corporate Card Application

_____	_____
(Name of Applicant)	(Social Security No.)
_____	_____
(Organization Name)	(Business Phone No.)
_____	_____
	(E-mail address)

(Address)	

POLICY - Corporate borrowers, by virtue of their position within a New Jersey business, who cannot satisfy their information requirements through their organizational library, local public library or interlibrary loan may purchase direct access privileges to the collection of the Rutgers University Libraries. By signature, the Corporate Officer attests to organizational responsibility for the holder’s use of the card.

Cards are issued to **specific individuals** and may not be used by, on behalf of, or transferred to another individual.

PROCEDURE - Submit application and sixty dollar annual fee (corporate check only) made payable to Rutgers, The State University to:

Rutgers University Libraries
 Corporate Library Associates
 Public Services and Communications
 169 College Avenue
 New Brunswick, NJ 08901-1163

RENEWAL – Corporate borrowing cards are issued for periods of 12 months, with renewals twice a year on June 30th and December 31st. Please allow 2 weeks for your card to be processed. If you wish to renew, please contact the Libraries 2 weeks prior to expiration of the borrowing card. In addition to receiving your card, you will also receive the twice yearly publication of the Rutgers Libraries, *RUL Report*, which highlights the libraries collections and services.

SIGNATURE – By signature, the Corporate Officer attests to organizational responsibility for the holder’s use of the borrower card and for any service charges.

 (Signature of Corporate Officer)

 (Title)

 (Date)





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Corporate Library Associates Borrowing Privileges

The loan period for circulating materials is 28 days. Materials must be recharged by bringing them to the Circulation Department of any Rutgers library -- there is no mail or telephone renewal. Material may be returned to any Rutgers library.

You may be asked to return materials prior to the normal loan period when needed for another borrower. Please return recalled material promptly as a courtesy to other borrowers. Fines are assessed and borrowing privileges suspended for failure to return recalled material.

Twenty-five items are the maximum allowed on loan at any one time.

Overdue notices are mailed on the 14th day after the date due. On the 28th day after the date due a bill is generated and borrowing privileges are stopped. No additional materials may be borrowed until the books are returned and fines paid. Unpaid bills are sent for collection agency action.

As a corporate borrower you are eligible to borrow materials and use the libraries on-site. Corporate borrowers are ineligible for interlibrary loan, materials delivery or recall privileges.

If you have any questions concerning the privileges and responsibilities accompanying the use of this card please contact this office (732) 932-7505.