



City of Concord, New Hampshire
CONCORD PUBLIC LIBRARY

45 GREEN STREET • 03301-4294

PATRICIA A. IMMEN
LIBRARY DIRECTOR
(603) 225-8670

Date

CEO

Business Name

Address

Concord, NH 03302-1090

Dear CEO or Designee,

Your Concord Public Library borrower's card for your business has been renewed (or is enclosed). Thank you for your letter of application. We are pleased to offer you this service.

Please refer to the following guidelines during your membership with us:

1. Any person presenting a business borrower's card may borrow materials at the library. However, the designated employee whose name appears on the card will be the person the library recognizes as being responsible for all materials borrowed on the card, and any fines incurred.
2. Notices concerning overdue materials will be sent to this designated employee at his/her business address.
3. The designated employee will be the only person who may request special services from the library on behalf of company employees: consideration of a title for purchase, reservation of a title currently checked out, and the borrowing of titles from other libraries.
4. The designated employee will be the only person who may have access to information concerning what is currently checked out on the account, and for what items fines are owed.
5. As with regular patron cards, Business Borrower's cards are issued for one year. Your card expires (--date--). Before the card can be renewed, all overdue fines and any fees must be paid.
6. To renew a business card, the designee of the business may present or mail a letter from the CEO of the business requesting renewal, and again specifying which employee will have his/her name on the card as the business contact person.
7. If the designee presents the letter at the Circulation Desk, the Circulation Staff will renew the card right then and there if all fines and fees are paid and proper identification is presented. A letter confirming the renewal will be sent to the designee with renewal date noted.
8. If the letter of request for a renewal is mailed, the confirmation letter will be sent to the designee and new card jacket with the renewal date written on it will be included.

Thank you for your cooperation.

Sincerely,

Carol Ann Bouchard
Circulation Supervisor