



## Get an Organizational Library Card

Businesses, educational institutions, non-profit agencies and local government organizations residing within the Joliet Public Library service boundaries are invited to obtain one of the following library card types:

### Business Owner Library Cards

Business library cards are offered to businesses that own or rent property located within the taxing areas of Joliet, and are valid for 1 year.

The business owner or manager may apply for a card in person by filling out an application. A document or letter issued by the administrator or owner and presented by a business employee, thereby giving permission for the library to create an account on behalf of the organization, may also be considered.

One item of current documentation that shows the signer's name and the name and address of the business must be presented to furnish proof of business operations, such as a business license, property tax bill, utility bill or lease agreement. A current photo ID such as a driver's license or state identification card of the business owner, manager, or person granted permission to apply for a Business card, is also required.

### Institutional Library Accounts

Institutional accounts are offered to educational, civic, and non-profit organizations that own or rent property located within the taxing boundaries of Joliet. Institutions which reside outside of the taxing areas of Joliet, or which are civic and do not pay, can receive public library services through the implementation of Intergovernmental Agreements, which must be approved by the Joliet Public Library Board of Trustees, and the organizations' governing Board. Institutional cards are valid for 1 year. This card is not intended for personal use.

### Educator Library Cards

Educators who personally live within the City of Joliet library taxing boundaries may apply for an educator library card, which can be used to check out materials and to access Joliet Public Library's electronic databases. Use of this library card is intended for educational purposes, and is limited for use at Joliet Public Library only. Check out for print materials is extended for 9

weeks through the use of this library card. Checkouts of hotspots and interlibrary loans are not permitted. Educator cards are valid for the school year, and will expire on September 1st annually; they can be renewed.

Educators who work in educational institutions residing within the City of Joliet boundaries, or serving Joliet residents, may qualify for a library card through the creation of a Business or Institutional account, mentioned above.

If your institution is not located within Joliet Public Library's taxing area but is interested in attaining library permissions for students or staff through the pursuit of an Intergovernmental Agreement, please contact Deputy Director, Catherine Y. Adamowski, at [cyanikoski@jolietlibrary.org](mailto:cyanikoski@jolietlibrary.org), or 815-846-6519.