The Urbana Free Library

210 W. Green Street
Urbana, IL 61801-3283
217-367-4057 (phone)
217-531-7089 (fax)

Urbana Free Library Cards for Businesses and Agencies

Any business or agency that owns or rents commercial property within the city limits of Urbana is eligible for a borrower's card at The Urbana Free Library. The card will be issued in the name of the owner or principal of the business or agency. State law limits us to one card per property.

To obtain a library card for your business or agency, please send us a letter on your official letterhead. The letter should be signed by the owner or principal of your business or agency and include the person's title. Your letter must include the statements in this sample:

> **(Business or agency) wishes to obtain a borrower's card at The Urbana Free Library. The card should be issued to:**
> **(name of owner or principal)**
> **(name of business or agency)**
> **(street address)**
> **(Urbana, IL zip code)**
>
> **I certify that this is the only card requested for this property and that (business or agency) will be responsible for all use of this card. We will be responsible for all late fees and for the cost of lost or damaged materials, unless the loss of our card has previously been reported to the library.**
>
> **I understand that the library card must be presented at checkout in order to borrow materials. We will notify the library promptly of any change in our address.**

Please fax or mail your letter to the attention of Circulation Services, and we will mail your library card within a few days. Your card will be valid for three years, after which time we require a new authorizing letter.

We hope you enjoy the library's large collections of books, music, movies, downloadables, and much more. Your library card may also be used for reciprocal borrowing at other public libraries in east central Illinois.

If you have any questions, you may reach me by phone, fax, or email (dcassady@urbanafree.org).

Dawn J. Cassady
Associate Director

07/19