

Skokie Public Library

To Whom It May Concern:



Carolyn A. Anthony
Director

Businesses in Skokie may register for privileges with Skokie Public Library. A typewritten request for library privileges must be made by a person with sufficient authority (i.e. president or owner of the company). The request must be made on a business letterhead which includes the business name, Skokie street address and phone number. **This written request should list the employees of the company who will be authorized for a library card. Please include the statement that the company will accept responsibility for any unresolved fines and/or missing materials on these cards.** A sample letter is on the reverse side.

Upon receipt of the letter, each authorized employee will be issued a library card with a unique number. **Cards will then be mailed to the business address.** Business library cards are valid **only** at Skokie Public Library. Only authorized employees listed in the letter will be permitted to check out materials on the card. Skokie Public Library reserves the right to request identification of the employee to prove they are the owner of the library card.

Business library cards are issued for one year and will be renewed upon receipt of an updated letter of request, including a current list of employees authorized for a library card. Please notify Skokie Public Library immediately if a card is lost or stolen or if individuals leave your employ. Your cooperation in following the required procedures is appreciated. If you have any questions, please call me at (847) 673-7774.

Sincerely,

Tobi Oberman
Supervisor of Circulation Services

1/2010

5215 Oakton Street
Skokie, Illinois 60077
847.673.7774
847.673.7797 fax

ABC Company
1234 Main Street, Skokie, IL 60076
(847) 555-1212

Sample Letter

January 1, 2010

Skokie Public Library
5215 Oakton St.
Skokie, IL 60077

Attn: Circulation Department

Dear Skokie Public Library,

The ABC Company would like to request library cards for the following authorized employees:

Jane Smith	jsmith@abccompany.com
Bill Jones	bjones@abccompany.com
Michael Block	mblock@abccompany.com
Susan Leigh	sleigh@abccompany.com

The ABC Company assumes full responsibility for any unresolved fines and/or missing materials on these cards. We will immediately report to Skokie Public Library lost or stolen cards as well as authorized employees who have left the company.

Sincerely,

Bill Jones, President
ABC Company