

## **RSA Institutional Cards Procedure**

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Institutional cards are single user accounts the library issues to a daycare, senior center, group home, school, or other community entity.

These are to be used in situations when a library has reached an agreement with an institution in their service area, in which the institution itself has agreed to be responsible for items checked out to the institutional account, up to and including paying replacement costs for lost or damaged items. It is up to the issuing library which staff member(s) at that institution are allowed access to this card. Institutional accounts may be used to check out materials at the issuing library and to place holds on items owned by that library ONLY.

These accounts should not be used to place holds on items owned by other RSA member libraries or to check out materials at other RSA members. RSA recommends that these cards be held by the issuing library, rather than by a staff member at the institution. Please use the INST User Profile when creating these accounts.

These accounts are not to be confused with D1500 accounts which are created by RSA and used to facilitate sharing materials with Union List Libraries and non-RSA libraries through interlibrary loan.