

INSTITUTIONAL CARDS

Fletcher Free Library offers free membership for public and private schools and daycares located in Burlington. Schools and daycares located outside Burlington may purchase a one-year membership for \$70.

Schools/daycares may apply for a card by submitting a request on the organization's letterhead. This letter must include the organization's physical address, as well as the phone number and email address for the individual accepting financial responsibility for any lost or damaged items. If additional individuals have permission to use the card, their names should be listed in the letter as well. This letter can be submitted to the Youth Library Manager, Megan Butterfield, at mutterfield@burlingtonvt.gov

Any representative of the institution may borrow materials with the library card in hand. If the card is not in hand, representatives who have been granted documented borrowing permissions may check out with their identification. It is the duty of the institution's financially responsible representative to update the Library if authorized representatives change.

Institutional cards are not eligible to borrow tech materials such as laptops and hotspots. All other regular loan and borrowing rules apply: www.fletcherfree.org/Borrowing