



The Valley Library Corporate Account Application

The OSU libraries are open to the public at no cost for use of on-site collections. A library card is required to borrow library materials available in the local collection or use lockers and study rooms. Patron information is confidential; this includes library circulation records. Oregon corporations are eligible for an account which may be used by employees. A maximum of 10 items may be charged to an account. The account remains active for one year at which time it may be renewed. Borrowing privileges will be temporarily suspended if incurred charges exceed \$100 until those charges have been paid or resolved.

It is the responsibility of the borrower to understand library policies; policy information is available in the Access Services brochure or on the library web page at <http://osulibrary.oregonstate.edu/circ/>. Borrowers are financially responsible for all material checked out on their library record.

Requirements:

- A designated representative for the corporation who will distribute the card(s) to employees, track books checked out, and track library charges
- Signed letter of authorization on corporate letterhead
- \$1.00 fee per card to accompany application (make check payable to Oregon State University)
- Photo ID and proof of employment with the Corporation required at check-out

Please allow two working days for application processing

Oregon State University Charge Agreement:

In consideration for services rendered or to be rendered, I agree to the following terms and conditions:

- 1. To pay the balance due plus interest, if added, until the debt is satisfied. Interest will be assessed at a rate of 1% per month (12% APR) on the unpaid balance as of the 10th of each month.*
- 2. To pay all costs and charges associated with collection of any amount not paid when due, including, but not limited to, Oregon Department of Revenue collection charges, collection agency charges, reasonable attorneys' fees including attorney fees on appeal, and court costs.*
- 3. To accept responsibility for notifying the Office of Business Affairs of any change in address or name, as long as there is a balance due on this account.*
- 4. The university reserves the right to terminate service in regard to past due accounts, report to credit bureaus, and to offset tax refunds through the Oregon Department of Revenue.*

Date: _____

Corporate Name: _____

Representative: _____

Corporate Address: _____

City, State, & Zip: _____

Email Address: _____ @ _____

Phone Number: (____) - ____ - ____

of cards (5 card Maximum): _____

By my signature, I agree to abide by the Circulation Policies of The Valley Library and the Oregon State University Charge Agreement

Representative: _____

Office Use Only

___ Verified Photo ID ___ Verified Address ___ Gave a Circulation Brochure
 ___ Collected \$1 fee per card ___ Renewal (no fee collected)

Patron Record Created By: _____ Date: _____
 (08/28/05 blf)