

Business Borrower Card Policy

1. Any business, non-profit agency, or government office physically located in the town of Exeter is eligible for a Business Borrower Card. Out-of-town businesses are not eligible.
2. The Town Tax Collector's office shall be the final authority in determining if a business is eligible.
3. The company or agency president or CEO shall request a Business Borrower Card Agreement on company letterhead, in person or by mail. If the company has no letterhead, a letter on plain paper with a business card attached will suffice.
4. The Library will provide an agreement for the CEO to complete and sign. The Library will keep this document on file.
5. The Library will furnish the eligible business with a single Business Borrower Card for a period of one (1) year. The name of the applicant, as well as the name of the business, will appear on the library card. The card will be mailed to the president or the CEO.
6. The library card must be presented to borrow materials. No exceptions will be made.
7. The person whose name appears on the card is responsible for all items charged on the card.
8. Overdue notices and bills will be sent to that person. It is the responsibility of the applicant, not the Library, to control the use of the library card by employees.
9. Some restrictions apply:
 - a. Interlibrary Loan Service (ILL) is available only to the person named on the library card, and only if he/she is a resident of Exeter.
 - b. Story Time is not available to those with a Business Borrower's Card.
 - c. Museum Passes are not available to Business Borrower Card holders.
10. All other policies that apply to personal library cardholders also apply to business cardholders.