

Business Library Card Policy

Hillside Public Library

Policy Statement

Business library cards are available to all businesses located within the incorporated Hillside Public Library service area, including corporations, partnerships, sole proprietorships, churches, or units of government. The business must sign a registration form to acknowledge that they are liable and financially responsible for any fees incurred on materials checked out on the business library card. Cardholders have the same privileges as those given to any resident card including reciprocal borrowing. One business library card per company will be issued. The card will be valid for one year and must be renewed annually.

The owner or manager of the organization must complete a library card application and present photo ID and any document stating the applicant's name, title, and business address. Acceptable documentation includes a tax or incorporation document or business card.

The owner or manager agrees to be financially responsible for all materials checked out on the card. The library card must be in possession of any employee of the business receiving library services.

Approval and Review

Approved by the Board of Trustees
July 20, 2022

Reviewed by staff
June 2025