



Library membership for organizations

Organizations are entitled to free library cards with Winnipeg Public Library. Schools, daycares, businesses and non-profit groups and agencies can check out library materials to a special library card called a **corporate card**. Benefits of a **corporate card** include:

- The card can be shared amongst the organization.
- All items from the organization are on one account. No need for individual staff or volunteers to have to use their own personal library cards. The organization assumes responsibility for all items checked out on its card.

What is a corporate card?

Most library cards are registered to individuals. A **corporate card** is one that is registered to an organization such as a daycare, literacy agency, business, etc. Members of an organization use the card to check out library books for their organization's needs (for example: a daycare may want a card for its early childhood educators for borrowing materials for their programming use. A literacy centre may want to borrow materials for use by learners and their tutors.)

Card rules are the same as any other library card. Your organization will be responsible for overdue or lost books. Books are checked out and returned to any branch of Winnipeg Public Library.

How do we get a corporate card?

The director of the organization should submit a letter on official organization letterhead requesting a **corporate card**. The letter can be submitted to any branch of the public library, including the Mobile Library. The letter should have the name, address, and phone number of the organization, and should let us know if you're asking for a new card, or if you're renewing an existing membership for your organization.

The letter should also include the name of a designated contact person. This is the person that we'll contact if there are any issues with the card. There should only be one designated contact person.

Every three years, we'll ask that your organization renew its membership. This can be done the same way as applying for a card, by giving us a letter with the appropriate information.

What if our information changes?

If the organization address changes or you decide to change the contact person, provide a letter with the new information. If the phone number changes the contact person should let us know by phone or letter. The contact should also advise if a card is lost.

How do I track what is on my organization's corporate card?

The Library's website winnipeg.ca/library has our catalogue available to search for your book, DVD, music and other needs. Click on 'My Account' to see all the items checked out on the card and when items are due back. You can also renew items to keep them longer. Full details are on our website under [Borrowing Guide](#).

Questions? Visit your local public library or phone Millennium Library Circulation Services at 204-986-6440.