Dear

Thank you for your interest in obtaining an OWWL Agency card. OWWL Agency cards are used to place holds and checkout materials for use within your non-profit organization. The OWWL Agency card can be used at any OWWL library located in Ontario, Wayne, Wyoming and Livingston Counties. The card can also be used with your designated password to place holds and review your account online at [www.owwl.org](http://www.owwl.org).

In order to issue the card, we ask that your Agency accept financial responsibility for any overdue, lost, or damaged materials borrowed with the OWWL card; sign the Agency Card Agreement; and provide proof of Board authorization (such as meeting minutes). The signed agreement, printed on your Agency’s letterhead, can be returned to any OWWL library. Once the agreement is on file, an Agency card will be issued for your organization.

Authorized users must have the Agency card in hand in order to borrow materials. If the card is lost or stolen, the Agency must contact an OWWL library as soon as possible. Agency cards require renewal every two years to confirm contact information.

We look forward to serving you and your information needs. If you have any questions please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,