

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.

~~Agency cards can also be used to checkout Pioneer Library System theme kits which include activities, videos, and items that can be used to assist with your programming needs. If you would like additional information on kits available via the Pioneer Library System please check the OWWL webpage <http://owwl.org/kits> or the Pioneer Library System Outreach Department at 585-394-8260.~~

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 on a yearly basis, 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 _____ or the ~~Pioneer~~ OWWL Library System at 585-394-8260.

Sincerely,