

Business Library Card Application

Business Library Cards are available to businesses, governmental bodies, and nonprofit organizations that own or rent property within the Oswego Public Library District.

How to apply for a Business Library Card: The Business Representative, i.e. owner, manager, fiscal officer, or other senior administrative officer of the organization, can complete a request for up to 5 Business Library Cards by submitting the following:

- Complete the accompanying Business Card Application form.
- A written request on the company letterhead for Business Library Cards (up to five).
- Proof of the location of the organization. Acceptable documentation will show the organization's name and address. This includes the most recent tax bill, business license, 501 (c) tax exemption, utility bill or lease agreement.

Please submit all to the Circulation Desk at 32 W. Jefferson Oswego, IL or 1111 Reading Dr. Montgomery, IL or email the Circulation Manager at circulation@oswego.lib.il.us

Contact Circulation (630) 978-1205 to see if your business is within the Oswego Public Library District

How to retrieve your Business Library Card: Once application has been approved, Business Library Card applicants will be notified to pick up their Business Library Card at the predetermined Circulation desk with a photo ID.

Library Policy: The Business Library Card will be good for one year.

The applicant, on behalf of the organization, accepts responsibility for any fines, fees, damages, or loss of material which may result from the use of the card. Replacement cost as determined by the Oswego Public Library District.

Business Library Cards are not eligible for use at other libraries through the Reciprocal Borrowing Program.

The Business Library Card will provide access to online databases and library materials. Business cards are subject to standard library loan policies. See

<https://www.oswego.lib.il.us/services/borrowing-information/> for more checkout details.



Montgomery Campus
1111 Reading Dr.
Montgomery, IL

Oswego Campus
32 W. Jefferson St.
Oswego, IL

Library Hours
Weekdays: 9 am – 9pm
Saturday: 9 am – 5 pm
Sunday: 12 pm – 4pm

Business Library Card Application

Authorizing Party: _____

Position within the organization: _____

Email: _____

Business Name: _____

Owner's Name: _____

Business Address:

Street: _____

City, State: _____

Zip: _____

Below list the names of individuals requiring a Business Card for your organization.

Card Holder #1: _____

Card Holder #2 _____

Card Holder #3 _____

Card Holder #4 _____

Card Holder #5 _____

Library card pick up location (choose one): Montgomery Oswego

I authorize the card holders listed above can receive Business Library Cards representing the specified business.

Signature: _____ Date: _____