



*City of Concord, New Hampshire*  
**CONCORD PUBLIC LIBRARY**  
45 GREEN STREET • 03301-4294

**Todd Fabian**  
LIBRARY DIRECTOR  
603-225-8670

## **BUSINESS BORROWER'S CARDS**

Businesses, nonprofits, federal and state agencies, and educational institutions which rent or own space in Concord and Penacook may obtain a borrower's card from the Concord Public Library.

To apply for a library card, please send your request to:

Carol Ann Bouchard, Circulation Supervisor  
Concord Public Library  
45 Green Street  
Concord, NH 03301  
[cbouchard@concordnh.gov](mailto:cbouchard@concordnh.gov)

The business owner or CEO should specify in the letter or email which employees of the business will have his/her name on the account (i.e., the CEO him/herself or another employee) as an authorized user. This designated employee will be the person the library recognizes as being responsible for all materials borrowed on the card, and any fines or fees incurred. This person will receive overdue notices and have access to any materials checked out on this card.

The designated employee and authorized users must present a valid ID or their library card.

To renew a business card, a designated employee may come to the library and confirm any information on their account and their card will be extended. They may also call or email the Circulation Supervisor listed above.

If the designated employee has changed please notify the Circulation Supervisor and we will update the information on the business and issue a new card.