

Contractors, Merchants, and Vendors at the Library

Any company or individual performing work on Library property must provide the Library with a Certificate of Insurance and W-9 before commencing work.

The Administrative Office will be responsible for obtaining and maintaining these documents.

Certificates will include:

“Muncie Public Library, 2005 S. High Street, Muncie, Indiana 47302” as the certificate holder.

- General Liability: \$1,000,000 per accident.
- \$2,000,000 aggregate.
- Workers Compensation: \$100,000 per accident.
- \$100,000 per disease.
- \$100,000 per policy limit.
- \$500,000 per policy limit.

The Library will be listed as an additional insured entity.

Certificates must be valid unless a 30 day written notice of cancellation is submitted to Muncie Public Library at the above address.

See also: Purchasing Policy.