

Staff Initials & Date: _____

Account Expiration Date: _____

Terms and Conditions for Friends of American University Library Borrowing Program

Last, First Name: _____ Email: _____

Street Address: _____

City, State, and Zip Code: _____

Please indicate your choice: 1 Year Membership: \$300.00 3 Month Membership: \$100.00

Only valid credit card payment is accepted unless renewing an active account.

The Library is unable to process refunds for membership fees.

I agree to the following terms and conditions:

1. I will notify the American University Library of any address changes.
2. My card is not transferable. I am responsible for books checked out and any fines accrued on my account.
3. Books may be borrowed from the general collections for four (4) weeks. Consortium Loan Service is not available.
4. A book may be renewed in-person or online/remotely so long as another borrower has not requested it.
5. I may borrow up to twenty-five (25) books at a time. When I have reached this limit, I will be required to return checked out books before I will be permitted to borrow additional books.
6. At 40 or more days overdue, books will incur a \$10 late fee and be declared lost. If a book is recalled, the fine is increased to \$5.00 per day overdue.
7. I am required to show a valid, government issued photo ID when borrowing materials from the University Library or when requesting a guest log-in for computer use/access to the internet.
8. I will incur a \$2.00 fee for the replacement of a borrowing card.
9. I will incur replacement and processing fees on books I have lost or damaged. Lost book fees per item are generally \$80.00 for replacement and \$30.00 for processing.
10. I understand that the use of all library resources is governed by applicable copyright laws as well as the terms of the licenses between the American University and the publisher.
11. I confirm that the information I have provided is true and that all representations with regard to my personal information are correct. A digital copy of my ID will be kept by the library with this application.

I, _____, agree to the terms and conditions above and accept responsibility for all materials borrowed and fines charged to my account. I understand that any unpaid bills may be referred to a collection agency for settlement.

Signature: _____ Date: _____

If there are any questions or concerns about the Friends of American University Library Borrowing Program, please contact the Circulation Services Manager at 202-885-3325.