American University Library

Group Associate Borrowing Program

Application for Membership

Organization’s Name: ______________________________________________________

Address:  ________________________________________________________________

Phone Number:  __________________________________________________________

Contact Person:  __________________________________________________________

Address (if different from above):  __________________________________________

Phone Number (if different from above):  _________________________________

Name of main card holder:  ______________________________________________

Additional card holder(s):  ______________________________________________

Each borrower must agree to the following conditions:

1. I will notify the American University Library of any address changes.

2. My borrowing card is not transferable. I am responsible for all books checked out and any fines that accrue on my account.

3. Books may be borrowed from the general collections for four weeks. A book may be renewed if it has not been requested by another borrower. Books are renewable three times online.

4. Overdue fines for books are generally $0.25 per day. If a book has been recalled, the fine is increased to $5.00 per day.

5. I am required to show a photo ID, in addition to a borrower’s card, when borrowing materials from the University Library.

6. I am required to show my borrower’s card at the Information desk in order to obtain a log-in slip for access to the internet.

7. I will incur a $2.00 fee for the replacement of my borrowing card.
8. I will incur replacement and processing fees on books I have lost or damaged. Lost book fees per item are generally $67.00 for replacement and $30.00 for processing.

Borrower # 1 Signature

Borrower # 2 Signature

Borrower # 3 Signature

Status of Organization (please check appropriate box)

Commercial □  Non-Profit and government □

Category of Non-profit identification number; as registered with the US Internal Revenue Service:

________________________________________________________________________

Please indicate your participation choices: (please check all that apply)

New Account □  *Renewal Account □

*If this is a renewal account the previous cards will remain valid, unless there are new card holders. Please contact the circulation desk with information about these new borrowers.

Commercial organizations:  Non-Profit and government organizations:
1 year membership □  1 year membership □
($1000, $200 each additional card) ($500, $100 each additional card)

3 month membership □  3 month membership □
($400, $100 each additional card) ($200, $50 each additional card)

Please send _____ card(s), for a total membership fee of $_____.

Please renew _____ card(s) for a total membership fee of $_____.

Method of payment: ____________________________________________

If there are any questions or concerns about the group associate borrower program, please call the Head of Circulation at (202)885-3325.

STAFF USE ONLY  Staff Member:   Date:   

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