

Staff initials and 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 an already active account is being renewed.

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 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 remotely/online.
4. 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.
5. The overdue fine for books is \$0.25 per day, per item, per checkout. If a book has been recalled, the fine is increased to \$5.00 per day.
6. I am required to show a valid, government issued photo ID, in addition to a borrower's card, when borrowing materials from the University Library or when requesting a guest log-in for computer use/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.
9. 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.
10. 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.
11. Interlibrary loan is available at a cost of \$25.00 per request. Consortium Loan Service is not available.

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, (202)885-3325.