

Library Policy Agreement

(Please Print)

First Name: _____ Last Name: _____ ID# _____

Circle one: Undergraduate Graduate Staff Faculty

Address _____ Cell Phone: _____

_____ Email: _____

LGBTQ Student Services provides a library to students, staff, and faculty of St. Mary's College of Maryland. Use of this Library is considered to be a privilege. All patrons must abide by certain policies in order to continue their privileges. We, at LGBTQ Student Services, ask that you read the following policies and, upon agreeing to abide by these policies, sign at the appropriate area.

Library Policies

- All books are available to be checked out for two weeks at a time. All videos are available to be checked out for one week at a time.
- All Library Materials must be checked out by Clint Neil or the LGBT Student Services Program Student Assistant. Patrons who check out books to themselves will have their library privileges revoked for one month.
- Patrons may renew library materials up to three times unless someone else has requested the book.
- Patrons may put books currently checked-out on hold. Patrons will be contacted immediately after the item has been returned.
- If library materials are not returned 90 days after the due date or before the end of the semester, the student's name will be expected to pay the cost of said item and if not the issue will be forwarded on to Student Conduct.
- Community patrons who fail to pay for library materials will have their library privileges revoked permanently.
- Patrons will be suspended from checking out library materials for the remainder of the current semester and also the following semester if materials are over one month overdue.
- Damaged book/video: the patron is responsible for the full replacement cost. The patron agrees upon this when the patron signs the checkout sheet.

I have read and agreed to the policies stated above. I also agree to be responsible for returning the materials on time. Finally, I agree to be responsible for replacing any lost, damaged, or unreturned items.

Signature

Date

Note: This letter serves as a "library card" and will remain on file at LGBTQ Student Services.

Note: Use of this Library is only semi -confidential. Clint Neil and the current student LGBTQ Student Services Program Assistant will have access to the check out list.

Enjoy using the library resources!