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| <p>The School of Professional Psychology at Forest Institute Alumni & Guest Borrower Library Card Application and User Agreement</p> |
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Name: _____

Local Home Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

E-mail: _____ (for receiving due date reminders, overdue or recall notices)

Place of Employment (for GUESTS ONLY): _____

Employment Mailing Address (for GUESTS ONLY):

By signing this document, I am agreeing to accept responsibility for the return of all library materials, paying fines (including any applicable penalties and actual collection costs), paying for damage to or loss of materials charged on this card, notifying the Library of any change of name or address, and reporting if the card is lost or stolen.

I agree that I will return all items borrowed on this card directly to the Forest Institute Library. I understand that this card is not transferable.

Overdue fines will accrue for overdue materials at **\$0.25 per day**. This rate will double if the item is recalled. The Library will send a courtesy notice and up to 3 overdue notices. Your fourth and final notice will be for replacement costs and include processing fees. It would be sent three weeks from the original due date.

I understand that overdue notices are sent as a courtesy and that failing to receive an overdue notice does not absolve me from responsibility should I receive a bill or a fine.

I acknowledge the following borrowing limits, loan periods and fine schedules. Any changes will be posted on the library's website at <http://www.forest.edu/library/>.

| User Type | Type of Materials | Loan Period | Borrowing Limits | Fine Rate |
|--------------------------|-------------------------|----------------------|------------------|---|
| Alumni & Guest Borrowers | FIPP General Books ONLY | 21 days (no renewal) | 5 items | \$0.25 per day (\$0.50 per day if recalled) |

The borrower will be billed for non-return of any items that are three weeks overdue. There is a \$100.00 default replacement cost and a \$10 processing fee. The cost will vary with items of greater value. You will still need to pay any accrued overdue fines. If you return the item, the replacement cost will be waived but you will still owe the processing fee.

I agree to comply with all library regulations, including payment of fees and fines for any overdue, damaged, or lost materials. I understand and agree that my library privileges may be suspended or lost for failure to abide by these terms and conditions. Library privileges will be suspended if you have any outstanding fines or if you have been billed for non-return of materials.

Signature: _____

Date: _____