

Wade College Library User Agreement



By signing this form, you agree to abide by the rules and policies below. This agreement will remain in effect and will be on file, in the Wade College Library, as long as you remain a student.

1. Books have a two (2) week check-out period. In order to renew library materials, materials must be returned to the library.
 - a. Magazines may not be checked out.
 - b. Materials may not be renewed if there is a hold placed on them or if you owe fines.
 - c. A maximum of three (3) books may be checked out at one time.
 - d. Textbooks are available for use on campus only and must be returned at the end of your class.
2. Fines & replacement costs:
 - a. Fines for overdue materials: Books \$0.25 per day; Textbooks \$1.00 per day. Fines do not accrue when the library is closed (i.e. weekends & holidays).
 - b. If materials are lost, you are charged the current replacement cost plus a \$10.00 processing fee.
 - c. If a book is more than 30 days overdue, it will be assumed lost and you will be charged accordingly.
3. Damaged library materials will be assessed the same charges as lost materials.
4. Black and white photocopies are \$0.25 per page (\$0.50/two sided).
5. **No food, or drink is allowed inside the library.**
6. Please take your phone conversation outside the library-- No cell phones in the library.
7. Be considerate of library patrons-- No loud talking or noises in the library.
8. Act respectful of fellow students and library staff.
9. You are responsible for your own belongings. Please do not leave them unattended in the library.
10. All fines that are not paid during the trimester will be billed to your Wade College account. All library fines are required to be paid in full in order to reenroll, graduate, or to check out additional books.
11. **To check out a Sewing Kit**, review the policy below and initial to indicate acceptance and understanding.
 - a. 6 piece **sewing kit** includes: bobbin, bobbin case, foot screw, presser foot, zipper foot, invisible zipper foot.
 - b. The entire kit must be **returned the day it is checked out**, if library closed—return it to the front desk.
 - c. **You** are responsible for all of the kit's 6 items. Do not "loan" the sewing machine parts to other students.
 - d. The fine is a **\$5** for not returning a complete kit on time; you may not check out a kit until the fine is paid.
 - e. All parts of the kit will be checked out (you MAY NOT check out a part of the kit)
 - f. The kit replacement cost is \$30.00

Fashion Design Students:
 Initial for **Sewing Kit** _____
 Agreement [#11 above]

Please print the following information:

Name: _____

Address: _____

New **Returning Student**

City: _____ State: _____ Zip: _____

BA **Associates**

Phone: H _____ Email: _____ (home)

Phone: C _____ Email: _____ (student)

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I agree to abide by the above policies. I understand that Wade College reserves the right to change these policies at any time. Failure to abide by any of the policies listed above may result in restrictions to the library, and/or its services and materials. Excessive and repeat offenses could lead to loss of library privileges.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)