

Harold B. Lee Library Use Agreement

Use Agreement

I accept full responsibility for all materials borrowed using this card. I understand that library materials circulate for three (3) weeks, are assessed overdue fines at the rate of \$1 per item per day after the due date, and that they are subject to recall at any time. I agree to return all library materials within the time requested to avoid financial penalties. I agree to pay repair or replacement charges and other associated fees for library materials damaged or lost while loaned to me under this agreement (Utah State Code 76-6-803.30). I understand that membership fees (if applicable) are non-refundable and that circulation privileges are non-transferrable.

Signature _____ Date _____

Patron Information

Date: _____
 Patron Name: _____
 Driver's License #: _____

Contact Information

Permanent Address: _____

 Current Address (if different from permanent address): _____

 Current Email: _____
 Phone #: _____

BYU Account information

BYU ID # _____ Net ID _____

Library Use Only

Security	Clearance for Friend/Reciprocal patrons				Cleared for Access <i>Stamp</i>
	Picture ID Verified	State	Type	Number	
	Officer Name :	Officer Number:			

Help Desk	Patron Type		System Checklist (do in order)		Payment Information
	Friend – \$ 50+ payment required		<input type="checkbox"/>	Personal Information	Create/verify BYU Net ID and ID Number in personal information
Reciprocal (UALC, GWLA, OCLC) – Complete additional form	<input type="checkbox"/>	Personal Information	Updated patron's address and email in personal information	<input type="checkbox"/>	\$ _____
Law Library Affiliate – Must bring "Approved" Law form from Law library.	<input type="checkbox"/>	GROGM	Enter patron into correct gro-group (Friend or Service Representative)	<input type="checkbox"/>	Payment Received by
High School Student – \$10 payment. Must be from approved high school and complete additional form	<input type="checkbox"/>	Patron page	Update in patron page - Profile = 1Community - User Category (FOL, UALC, etc.) - Expiration Date (Check binder)	<input type="checkbox"/>	_____
School Partnership – Must work for approved school district and - complete additional form	<input type="checkbox"/>	Workflows	Update Workflows FOL-UALC field in the user account	<input type="checkbox"/>	
Other - Manager approval required					

Completed by _____ Granted (date): _____ Expires (date): _____