Proceedures for Borrowing Print Materials:

The campus libraries loan designated print material to students, faculty, and staff of Bryant & Stratton College for a period of two weeks.

**Items not loaned include those designated as reference, special collections, unprocessed/uncatalogued materials, reserved items.**

Borrowers are responsible for returning loaned materials **in the condition they were received or must reimburse the campus library for the original price of the item plus any processing fees at the discretion of the campus librarian.**

Each item loaned to a patron must be completely and accurately accounted for on the opposite side of this page.

The borrower’s name and ID number (BID) must be recorded. The borrower must agree to abide by all rules and procedures and sign the form (opposite side) at the time of borrowing. At this point the librarian, or individual designated by the librarian, will sign the form and release the item(s) to the patron. A copy of the signed form will be provided to the patron upon request.

Upon return of item(s), the campus librarian will sign original form and provide a copy to the patron if requested. The original form will be shredded within one week.

**FORM ON OTHER SIDE**
I _________________________ (print name) agree to return the item(s) listed below on or before the date of ________________ (four-day loan period). I understand that I am responsible for returning the item(s) in the condition they were presented to me including library markings and labels. In the event that the item is damaged as determined by the librarian, I agree to pay the library for the original cost of the book as well as any additional processing fees as determined by the campus librarian. I also agree to abide by all borrowing procedures listed here and on the opposite side of this form.

Borrower Signature: __________________________
Borrower BID: ______________________________
Librarian (or designee) signature: ______________ Date: __________

Item(s) Borrowed:
Title: ______________________________ Item # __________

Returned on: ___________ Librarian (or designee) Signature: ______________

Title: ______________________________ Item # __________

Returned on: ___________ Librarian (or designee) Signature: ______________

Title: ______________________________ Item # __________

Returned on: ___________ Librarian (or designee) Signature: ______________

Title: ______________________________ Item # __________

Returned on: ___________ Librarian (or designee) Signature: ______________