

Terms and Conditions for Friends of American University Library Book Borrowing Program

Last, First Name: _____ Email: _____

Home Street Address: _____

Home City, State, and Zip Code: _____

Date of Birth: _____

Only valid credit card payment is accepted.

Please select your choice: 1 Year Membership: \$400.00 3 Month Membership: \$200.00

I agree to the following terms and conditions:

1. I will notify the American University Library of any address changes.
2. My account, card, privileges are not transferable, and I am solely responsible for all items checked out and any fees/fines on my account. I must show a valid, government issued photo ID when borrowing materials from the University Library.
3. Books may be borrowed from the American University Library's general collections for four weeks. A book may be renewed if it has not been recalled.
4. I may have a maximum of twenty-five (25) books on loan at once. When I reach this limit, I must return checked out books before I can borrow other books.
5. Access to items from other libraries in the Washington Research Library Consortium (WRLC) is not available. Interlibrary loan privileges are not included. This membership provides access exclusively to borrowing AU Library owned books.
6. I will incur replacement and processing fees on books I have lost or damaged. Lost book fees per item are \$80.00 for replacement and \$30.00 for processing. At 30 days overdue, books will be declared lost. If a book is recalled, the book will be considered lost 5 days after the new recalled due date, and a non-refundable \$25.00 fee will be added to my account.
7. Access to electronic resources is not included and is only available to current AU students, staff, and faculty.
8. Access to the library building is limited to visitor hours; 24/7 building access is limited to current AU students, staff, and faculty.
9. I understand that all fees paid are not refundable.
10. I confirm that the information I provided here is true and that all representations regarding my personal information are correct. A digital copy of my ID may be kept by the library with this application.

I, _____, agree to the terms and conditions above and accept responsibility for all materials borrowed and fees/fines charged to my account. I understand that any unpaid bills may be referred to a collection agency for settlement.

Signature: _____ Date: _____

If there are any questions or concerns about the Friends of American University Library Borrowing Program, please contact circulation@american.edu.

Staff Initials & Date: _____

Account Expiration Date: _____