

American University Library Group Associate Book Borrowing Program Membership Application

Organization's Name: _____ Email: _____

Organization's Street Address: _____

Organization's City, State, and Zip Code: _____

Please select application status: New Account Renewal

Primary Account / Card Holder's Name: _____

Home Street Address: _____

Home City, State, and Zip Code: _____

Date of Birth: _____

Names of any additional cardholders, each at an added cost (see below):

Please select your organization's status & applicable membership:

Commercial Organization:

1 Year Membership (\$1200, \$200 for each additional cardholder)

3 Month Membership (\$600, \$100 for each additional cardholder)

Total number of additional cardholders: _____

Non-Profit or Government Organization:

1 Year Membership (\$600, \$100 for each additional cardholder)

3 Month Membership (\$300, \$50 for each additional cardholder)

Total number of additional cardholders: _____

Category of non-profit identification number, as per the US IRS: _____

Total Membership Fee: \$_____ Payment Method: _____

I agree to the following terms and conditions:

1. I will notify the American University Library of any address changes.
2. My account, card, and privileges are not transferable, and I am solely responsible for all items checked out and any fees/fines on my organization's account. I must show a valid, government issued photo ID when borrowing materials from the University Library. If additional cardholders are added to the account, the primary account holder is still responsible for all items and fees/fines on the account. Cardholders cannot be changed, including the primary account/card holder. Cards issued to additional cardholders are also not transferable.
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 one hundred (100) books on loan at once on the account. When I reach this limit, I must return checked out books before I can borrow other books. This maximum includes any items borrowed by additional cardholders.
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 American University 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 membership fees and other fees paid are not refundable.
10. I confirm that the information I provided here is true and that all representations regarding my personal and organization's information are correct. A digital copy of my ID may be kept by the library with this application.

Primary Account / Card Holder's Signature: _____

If there are any questions or concerns about the Group Associate Borrowing Program, please contact circulation@american.edu.

Staff Initials & Date: _____

Account Expiration Date: _____