The Lending Library Application & Borrowing Agreement

Student Name: _____   Student ID#: _____

Email Address: _____ **@ wclive.westminster.edu**

Cell Phone #: _____   Campus Box #: _____

- Borrowers will complete and have verified by the Financial Aid Office that they meet the required financial aid assistance guidelines for using the Lending Library.
- Upon verification of eligibility for assistance, borrowers will complete an Application and Borrowing Agreement prior to receiving the necessary book(s) for use.
- Borrowers are responsible for supplying current information and notifying the Office of Faith and Spirituality if there are any changes.
- Borrowers are subject to the rules and regulations of the Lending Library and are responsible for knowing and observing the rules.
- Borrowers are responsible for the safe and timely return of the materials to the Lending Library. Borrowers should report lost or stolen books immediately to the Office of Faith and Spirituality.
- Borrowers should be aware of the replacement charges assessed for non-returned books.

I have read, acknowledge and agree to the terms and conditions as a participant in the Lending Library Program. In good faith, I will return the book(s) to the Office of Faith and Spirituality at the completion of the semester in which the book(s) is/are borrowed. I agree to abide by the programs policies in order to be considered as a candidate for future semesters. I understand that the book(s) are offered on a first come, first serve basis to approved participants. I acknowledge and understand that failure to return the book(s) at the end of the semester will result in termination from the program and full cost for the book(s) borrowed. In addition, a $50.00 fine (per book) will be placed on the my student account.

Student Signature: _____   Date: _____

DEPT. (Ex. WRI)	COURSE (Ex. 101)	SECTION # (Ex. 01)	INSTRUCTOR (Last Name)	BOOK TITLE	BOOK COST *(Office Use Only)*

Office Use Only

Financial Aid Form Received: _____   Date Application Received: _____

Date Books Received by Student: _____   Date Notice Sent Books Ready for Pick-up: _____

Number of Books not returned: _____ Amount of Books Charged to Student's Account $_____

Amount of Fines ($50 per book) charged to Student's Account: $_____   TOTAL AMOUNT CHARGED $_____

Notes: _____

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