

ADU LIBRARY CHECKOUT FORM

TO BE FILLED OUT BY BORROWER

BORROWER NAME: _____

Home phone: _____; Cell phone: _____

Home Address: _____ City: _____ Zip: _____

Current ADU member ?

BOOK/DVD TITLE: _____

TO BE FILLED OUT BY LIBRARIAN

ISBN: _____

Publisher: _____

DATE OF PUBLICATION: _____

DATE CHECKED OUT: _____ DATE RETURNED: _____

Please read and sign below to indicate that you have read and agree to the ADU Library policies.

ADU LIBRARY POLICIES :

1. Borrowers may keep books/DVD's for one month, at which time the items must be renewed or returned. If no member has requested to check out the item(s) on the due date, borrower may keep the item(s) another month

unless there is a recall at which time the borrower must return the item the day after the recall.

2. Borrowers are responsible for picking-up at and returning books/DVD's to Brookstone Farm, Georgetown, Tx, or at librarians' residence, 6004 Spancreek Cir. Austin, Tx, 78731.
3. Overdue books will incur fines of \$1.00 a day; after 14 days, borrower must pay the full amount of the purchase price to replace the book; fines are to be paid to ADU.
4. Borrowers will incur fines for damage to books. Books will be digitally photographed in order to maintain a record of the condition they were in at the time of check-out. This assures that members are not unduly assessed fines for books that were already damaged at the time they were checked out.

I have read and agree with the ADU Library Policies.

Borrower's signature
