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**University of the West**

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**Library Patron Agreement**

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**Membership**

An individual may become a patron of the library upon a payment of an agreed upon fee. Renewal is not guaranteed and cost of membership is subject to change.

Library patrons agree to follow library guidelines & policies and accept responsibility over borrowed library items. Library cards are non-transferrable and must be presented as issued when borrowing items. Lost cards and change of address/email/phone number should be reported in a timely manner.

**Overdue Items & Courtesy Emails**

Courtesy emails are sent as reminders of upcoming due dates, however, patrons are responsible for returning items on time regardless of email receipt. An item with a maximum of \$50 in overdue fees will be billed as a lost item in addition to the overdue fees.

**Lost & Damaged Items**

Lost and/or damaged items should be reported immediately as overdue fees will continue to accrue. For damaged items, the library will provide an estimate cost of repair. If deemed unrepairable, it will be charged as a lost item.

The lost item fee consists of the replacement cost and a \$10 per-item processing charge. Patrons may purchase the replacement items themselves, or pay the estimated replacement cost as provided by the library. Purchased replacement items must be identical (publisher, publication year) or the latest edition—in like new condition, or be approved by the library prior to purchase as a suitable replacement.

**Privileges**

Library privileges for patrons are as listed on the library website and are subject to change. Current students, faculty, and staff of UWest have priority for the use of all library equipment and items.

The library staff reserves the right to review a patron account at any time and suspend privileges if the account is not in good standing.

**I agree to the above terms and conditions:**

Printed Name: \_\_\_\_\_ Assigned UWest ID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_