

Borrowing application form for dependent children, partner or spouse of Elon Faculty/Staff

Card EXPIRES 12/31 plus 2 years

Borrower Name _____
(Last name) (First name)

Home Address _____
_____ (please include ZIP code)

Email _____ Phone _____

Elon faculty/staff Sponsor Name _____

Work Phone # _____ Home Phone # _____ Email _____

Belk Library General Guidelines

- A Phoenix card is required to obtain library privileges.
- I agree to observe any rules established by the library and will be responsible for all materials borrowed on this card, with or without my permission.
- I agree to pay any charges imposed for late return, loss, or damage of library materials.
- Lost item charge: \$50.00 plus a \$10.00, nonrefundable, billing fee.
- If a Phoenix card holding child/spouse/partner fails to resolve any library charges, those charges will be the responsibility of the sponsoring Elon employee.

Parent/Guardian AGREEMENT for MINORS PLEASE READ CAREFULLY & SELECT ONE

- I understand that I will NOT have access to the circulation record of my child.
- If I want access to my child's circulation record, I understand that I may authorize him/her to use my library card instead of authorizing his/her own

My signature indicates that I agree to abide by the Belk Library lending policies.

Borrower Signature _____ Date _____

Sponsoring Elon Phoenix Card holder Signature:

_____ Date _____
(Chris will obtain this signature at a later date if sponsor is not present.)

Office Use Only:

Library Assistant Accepting Application _____ (Please Print name clearly)

Belk Library Policy regarding borrowing privileges for dependent children, spouses or partners of Elon University faculty or staff members.

Spouses, partners or dependent children of current Elon University faculty or staff members may be granted borrowing privileges with the permission of the sponsoring employee. A copy of the form appears on the reverse of this policy statement and must be on file for the sponsored borrower to have library borrowing privileges. Sponsored borrower privileges expire on 12/31 two years from the date of issue, and may be renewed for the term of the sponsoring employee's employment at Elon University.

Belk Library General Guidelines –

- The borrower agrees to observe any rules established by the library and will be responsible for all materials borrowed on this card, with or without their permission.
- The borrower agrees to pay any charges imposed for late return, loss, or damage of library materials.
- Lost item charge: \$50.00 plus a nonrefundable \$10.00 billing fee (\$60.00), or in lieu of \$60.00 an exact, unused/new replacement copy will be taken with a \$5.00 processing fee.
- If a sponsored child/spouse/partner borrower fails to resolve any library charges, those charges will be the responsibility of the sponsoring Elon employee. (*Only* borrowing information relating to fines and charges will be released to the sponsoring Elon employee. Any other borrowing information will be treated with the same confidentiality as all other library patron records.)

Parent/Guardian AGREEMENT for MINORS

- Parents will NOT have access to the circulation record of their child.
 - If they want access to the child's circulation record, they may authorize him/her to use their library card instead of authorizing their own.