



## Alumni/Visitor Patron Agreement Form for the use of Ruppel Library at VanderCook College of Music

Annual Fee of \$10.00 must be collected before the account can be activated. This can be paid with a credit card through the library's website: [www.vandercook.edu/library/payments.asp](http://www.vandercook.edu/library/payments.asp). The account will expire after one year.

As an alumni / visitor borrower, I agree to abide by the following guidelines with respect to library privileges at Ruppel Library at VanderCook College of Music:

- **Library Access:**
  - ⇒ Library access will be granted during Ruppel Library's regular operating hours as posted each semester at the VanderCook College of Music website (<http://www.vandercook.edu/library>)
  - ⇒ Browsing access to all open areas of the library, including listening facilities and other A/V equipment
  - ⇒ Free access to computer resources available on public access terminals
- **Reference Services:**
  - ⇒ Reference services are available during the hours of the reference librarian (40 hours a week, changing each semester) for in-person reference requests
  - ⇒ Telephone requests are usually available for ready reference only
- **Circulation Privileges:**
  - ⇒ Open stacks items (books, CDs, Kits, etc.) will circulate for three weeks, and may be renewed twice (3 weeks each)
  - ⇒ Reference items, special collections, periodicals, videos, cassettes, and vinyl records are non-circulating and must remain in the library at all times
  - ⇒ Reserve items circulate for 2 hours or overnight (checked out one hour before library closes, returned one hour within opening next day)
- **Fines and Charges:**
  - ⇒ Fines for overdue material are .25 per day for non-reserve circulating materials, and \$2.00 per hour for reserve materials.
  - ⇒ Charges for lost or unreturned items are based on the approximate cost to replace the item plus processing charges in the amount of \$25.00 per item.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Form rev. 07/03/07