Illinois Institute of Technology Member Agreement for the use of Ruppel Library at VanderCook College of Music

As a member of the Illinois Institute of Technology community and patron of Galvin Library, 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.

________________________________________________________
Signature

.............................................................................
Date

___________________________________________
Print Name

Form rev. 12/5/06