



SING	PLAY	CONDUCT	TEACH	SING	PLAY	CONDUCT	TEACH
find it! @ your music library				www.vandercook.edu/library			

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