

Vandercook College of Music Alumni /
Visitor Patron Agreement Form

for the use of Ruppel Library

Annual Fee of \$40.00 must be collected before the account can be activated. This can be paid in cash or with a credit card (through VanderCook's Business Office). The account will expire after one year. We will need a copy of your driver's license and credit card kept on file.

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.

Name: _____

Address: _____

Phone: _____

Alt. Phone: _____

Email: _____

Signature

Date