



University Libraries

## High School Special Privilege Card

The High School Special Privileges card is available to area high school students whose research requires access to the University Libraries' collection. Referral by the high school librarian is required and indicates that the student has exhausted the resources of his or her high school library. For students under the age of 18, parental approval is required. This approval indicates parental willingness to assume financial responsibility for all fines and fees accrued by the student. It also indicates that the parent or guardian acknowledges his or her child will be using the University Libraries.

### Please Print Clearly

Name: \_\_\_\_\_ (Last, First, MI) Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School Library: \_\_\_\_\_

School Librarian signature: \_\_\_\_\_

### To ensure satisfactory use and service, please observe the following library policies:

- Your card is good for one year and is renewable
- You may check out up to 5 books.
- You must present your Special Privilege card to check out books.
- The loan period for books is 14 days and books are renewable online using your last name as your username and the barcode number on your card as your password.
- Books may be recalled for use by another patron after 7 days.
- You are personally and financially responsible for materials charged on your Special Privilege Card. If you lose your card, please notify us immediately.
- There is a \$10 replacement fee for card.
- Access to library databases is only available when you are in the library logged on as a guest.
- Guest logon is limited to 2 hours per day.
- Fines will accrue at the rate of 25 cents per day per book for 14 days.

- After 14 days, the borrower will be charged a \$7.50 overdue fine, plus the replacement cost of the material and a non-refundable \$10 processing fee per item.
- This card is not transferable.

**Failure to abide by these provisions will result in the cancellation of your card**

Your signature on this application and use of our University Libraries' Special Privilege Card indicates that you have read this information and agree to abide by the provisions.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only**

HSSP Barcode: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Revised July 2018