



Schaffer Library Extended Loan Contract

Last Name, First Name: _____

I.D. Number: _____ Phone Number: _____

Campus Box No.: _____

(Or local address)

Email Address: _____

- Loan Period is a maximum of **two terms**.
- Union College Library Books and Government Documents are available for this special loan. These items are due the last day of Exam Week in the term your thesis or project is due. Fines of 25 cents a day will be assessed after that date.
- **Extensions of the loan period must be negotiated with the Head of Circulation.**
- InterLibrary Loans and Connect New York items **do not apply**.

I agree to abide by the following regulations:

1. I am responsible for letting Circulation Staff know which material is to be charged out on my Extended Loan Library Card.
2. If I receive an overdue notice for items that I believe are on my Extended Loan account, I am responsible for bringing the items in question to the Circulation Desk to transfer them to my Extended Loan account. I understand that failure to do this will result in accrual of fines until the items are returned or transferred to my Extended Loan account.
3. I am responsible for returning any item that is **RECALLED** by the library by the due date specified on the Recall Notice. I will personally hand the item to the Circulation Staff.
4. If a given item is in great demand, the library will place it on regular Reserve. The item will be available during normal library hours for those who need it.
5. I understand that I am responsible for fees assessed for damages/defacing that occurs to library items while on loan to me.
6. I understand that failure to comply with the provisions of this contract may result in the suspension of my borrowing privileges.

Student Signature: _____

Advisor Name: _____ Advisor Signature: _____

Barcode Number: _____ Circ. Staff Member: _____