

# Swayzee Public Library Material Lending Policy

## Oak Hill United School Students 2017

1. Oak Hill students must have a parent or guardian with proof of address and a working telephone number to sign the material lending policy. The policy must be signed at the circulation desk in the presence of a library employee. By signing this agreement, you are acknowledging that you understand and agree to adhere to the regulations. Parent is responsible for return of items and acknowledges INDIANA CODE. IC 35-43-4-3.5 (c) If the borrower willfully or knowingly fails to return the article, or reimburse the lender for the value of the article, within thirty (30) days of receipt of the notice required in subsection (b), he commits a Class C infraction.
2. Books issues on a library card remain the responsibility of the card holder. A patron will be charged the replacement cost of the material, if the material is damaged or not returned for any reason.
3. Only books may be checked out. Accordingly, only books consistent with the reading level of the student may be borrowed. No additional materials may be checked out.
4. Loan period: Books may be checked out for two weeks. Renewals may be made by telephone or in person.
5. Overdue charges \$0.10 per day per book, magazine or audiobook  
Note: Any household with fines will forego library privileges until the fine is paid.
6. The patron is responsible for the proper care of the materials he/she checks out from the library. Notify the library immediately (922-7526) if you receive a defective item.
7. The library assumes no liability, which could result from the use of its materials.

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I am the parent or guardian for the child applying for lending privileges. I apply for the right to use the library and will abide by its rules. As the responsible parent or guardian, I will pay fines or damages charged to my child, and give prompt notice of any changes of address or telephone number.

Print Child's Full Name \_\_\_\_\_ DOB \_\_\_\_\_

Print Parent/Guardian's Name \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Occupation \_\_\_\_\_ Work Number \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_