



## FAMU Libraries Equipment Registration Form

FAMU Library card number: 209 \_\_\_\_\_

To protect your account, immediately report a lost/stolen card to the Library.

E-mail address: \_\_\_\_\_

Date of Application: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name: \_\_\_\_\_

**Local** Address \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Local Telephone \_\_\_\_\_

**FAMU Departmental** Address(Staff/Faculty ) \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

FAMU Telephone \_\_\_\_\_

**Permanent** Address \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Permanent Telephone \_\_\_\_\_

Category: Undergraduate Student / / Graduate Student / / Faculty / / USPS Staff / /

I verify that the information provided above is accurate:

Applicant's Signature: Print \_\_\_\_\_

Sign \_\_\_\_\_

===== FOR OFFICE USE ONLY =====

Rattler Card ( ) Status ( ) Contact ( )

Approved ( ) Disapproved ( )

Fall ( ) Spring ( ) Summer ( )

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **Guidelines for Borrowing FAMU Library Equipment**

Currently registered students, staff and faculty in good standing may borrow equipment from the FAMU Library.

### Terms and Conditions

- Upon checkout, equipment is the sole responsibility of the borrower. See #1 of Liability Statement.
- Equipment is circulated on a first-come, first-served basis.
- Equipment must be checked out in person, and borrowers must have a current Rattler ID.
- Equipment will be circulated for 6 hours with 1 renewal per 24 hours. Renewals are not permitted if users are more than one hour late.
- Equipment including accessories must be returned to library staff.
- Borrowing privileges will be suspended if fines exceed \$50.00
- Overdue fines are **\$10.00 per hour**.

### Borrower Liability Statement

In exchange for the opportunity to check out and use the equipment identified in this Borrower Agreement, I agree to the following:

1. [    ] I understand that while the equipment is checked out in my name, I am responsible for damage, loss, or theft. If for any reason the equipment is damaged or stolen while in my care/custody, I will be responsible for the repair and/or replacement of the equipment, in amounts up to \$2500.
2. [    ] I acknowledge that the overdue fine for equipment is **\$10.00 per hour**.
3. [    ] In the event that I fail to pay for any overdue fines, repairs, replacement costs arising under this Agreement, I agree that FAMU may place a hold on the release of my registration or transcript, or take any other necessary action in an effort to recover any damages arising from my use of the equipment.
4. [    ] If I fail to return the equipment within 12 hours of the time it is due, I understand and agree that FAMU libraries shall have the right to treat the equipment as stolen property and take any necessary actions to recover the equipment.
5. [    ] I understand I am responsible for reporting a lost/stolen card to the library and that any charges made to my account are my responsibility.
6. [    ] I am aware that this agreement expires at the end of the semester.

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