

# American University Library

## Group Associate Borrowing Program

### Application for Membership

Organization's Name: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Phone Number (if different from above): \_\_\_\_\_

Name of main card holder: \_\_\_\_\_

Additional card holder(s): \_\_\_\_\_  
\_\_\_\_\_

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### Each borrower must agree to the following conditions:

1. I will notify the American University Library of any address changes.
2. My borrowing card is not transferable. I am responsible for all books checked out and any fines that accrue on my account.
3. Books may be borrowed from the general collections for four weeks. A book may be renewed if it has not been requested by another borrower. Books are renewable three times online.
4. Overdue fines for books are generally \$0.25 per day. If a book has been recalled, the fine is increased to \$5.00 per day.
5. I am required to show a photo ID, in addition to a borrower's card, when borrowing materials from the University Library.
6. I am required to show my borrower's card at the Information desk in order to obtain a log-in slip for access to the internet.
7. I will incur a \$2.00 fee for the replacement of my borrowing card.

8. I will incur replacement and processing fees on books I have lost or damaged. Lost book fees per item are generally \$67.00 for replacement and \$30.00 for processing.

Borrower # 1 Signature \_\_\_\_\_  
Borrower # 2 Signature \_\_\_\_\_  
Borrower # 3 Signature \_\_\_\_\_

**Status of Organization (please check appropriate box)**

Commercial  Non-Profit and government

Category of Non-profit identification number; as registered with the US Internal Revenue Service:  
\_\_\_\_\_

**Please indicate your participation choices: (please check all that apply)**

New Account  \*Renewal Account

\*If this is a renewal account the previous cards will remain valid, unless there are new card holders. Please contact the circulation desk with information about these new borrowers.

**Commercial organizations:**

1 year membership   
(\$1000, \$200 each additional card)

3 month membership   
(\$400, \$100 each additional card)

Please send \_\_\_\_\_ card(s), for a total membership fee of \$\_\_\_\_\_.

Please renew \_\_\_\_\_ card(s) for a total membership fee of \$\_\_\_\_\_.

**Non-Profit and government organizations:**

1 year membership   
(\$500, \$100 each additional card)

3 month membership   
(\$200, \$50 each additional card)

Please send \_\_\_\_\_ card(s), for total membership fee of \$\_\_\_\_\_.

Please renew \_\_\_\_\_ card(s) for a total membership fee of \$\_\_\_\_\_.

Method of payment: \_\_\_\_\_

If there are any questions or concerns about the group associate borrower program, please call the Head of Circulation at (202)885-3325.

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**STAFF USE ONLY** Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_