



**Indiana University-Purdue University Indianapolis  
University Library  
Indiana Resident Library Card Application and User Agreement**

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

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_  
(to receive due date reminders, overdue notices, and/or recall notices)

Date of Birth (MM/DD/YYYY): \_\_\_\_\_

By signing this document, I am agreeing to accept responsibility for the return of all library materials, paying fines (including any applicable penalties and actual collection costs), paying for damage to or loss of materials charged on this card, notifying the Library of any change of name or address, and reporting if the card is lost or stolen.

I agree that I will return all items borrowed on this card directly to University Library. I understand that this card is not transferable.

For normal loans, an overdue notice is sent seven days past the due date and again 30 days past the due date. I understand that overdue notices are sent as a courtesy, and that failing to receive an overdue notice does not absolve me from responsibility should I receive a bill or fine. I understand that borrowing limits and fine schedules as of January, 2006 are posted below, and that any changes to these policies will be posted on the library's website (<http://www.ulib.iupui.edu>).

I also agree to comply with all library regulations, including payment of fees and fines for any overdue, damaged, or lost material. I understand that my failure to pay these fines when due may result in the balance being forwarded to a collection agency and that I will be responsible for any actual collection costs. I understand and agree that my privileges may be suspended or lost for failure to abide by these terms and conditions.

I agree that a digital copy of this form shall serve as an original.

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

Signature of Parent or Guardian if applicant is less than 18 (eighteen) years of age:

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

Staff Use Only:

User Type: INRE / HighSchool / Martin U (circle one) | Staff Initials:

**Borrowing Limits and Loan Periods:**

User Type	Loan Period	Borrowing Limits	Audio/Visual Loan Period	Audio/Visual Borrowing Limits
High School Students	30 days	5 Items	Not Available	Not Available
Indiana Residents	30 days	15 items	Library Use Only	1 item
Martin University Students	45 days	50 items	14 days	10 items

**Fine Rates:**

Fine Category	Fine Rate
General Circulating Materials	\$ 0.25 per day
Recall Fine	\$ 25.00 fine

**Lost or Unreturned Items:**

On normal loans, the borrower is billed for non-return when the item becomes 50 days overdue. The charges for lost or unreturned materials are as follows:

Billing Charge	\$ 5.00
Database Adjustment Charge	\$20.00
Unreturned item Charge*	\$50.00
Overdue Fine	\$12.50
Total:	\$87.50

\* This amount can vary with items of greater or lesser value.

In most cases, bills are adjusted to the billing fee and overdue fine (\$17.50) when billed material is returned. Users may receive a refund for the replacement cost of a billed item if it is returned to University Library within one (1) year of the billing date. Materials returned after that date will not receive a refund. The billing charge and fines are also not refunded.

*Borrowing privileges may be suspended under any of the following circumstances:*

User Type	Overdue Item Limits	Special Limits	Fine Limits
High School Students	2 overdue items	1 unreturned recall	\$10
Indiana Residents	5 overdue items	1 unreturned recall	\$25
Martin University Students	10 overdue items	1 overdue reserve or ILL item or 1 unreturned recall	\$250

**Would you like to receive information about the library in the future? \_\_\_ YES \_\_\_ NO**