

PLIA Resource Library Borrowing Agreement

My signature on the reverse affirms that I understand and agree to the terms of conditions of this agreement:

- I agree to return all items promptly or renew my checkout in person or by phone.
- I understand that **late fees begin accruing the first business day after the checkout (or renewal) period ends, at \$0.25 per business day until returned.** No further items can be checked out with late items. Fees can be paid in-person in our office.
- I agree to pay all late fees and replacement fees for items I check out that are lost or damaged.
- I acknowledge that I will pay the one-time Library Use Deposit, refundable at my discretion at any time, with the understanding that I will be unable to borrow items until it is paid again.
- I am responsible for the care and safekeeping of any items checked out. I understand my Library Use Deposit may be retained permanently to cover (in part or whole) my **first incident** of lost or damaged items, and that **two incidents** of lost or damaged items will result in the revoking of library privileges with no refund.
- I acknowledge PLIA assumes no responsibility for the accuracy of guides, books, maps or other materials in the collection.
- I agree to seek current information from official sources before travelling to any outdoor location seen in library materials.
- I agree that I am over 18 years old and live within 50 miles of the PLIA office.

Conduct Agreement

- The PLIA office is open for business Monday-Friday, 8am to 4:30 pm, closing in observance of all federal holidays. **Library use is limited to 9am-4pm on business days.** I agree to abide by these hours and leave by 4pm.
- I acknowledge the library is in a working office. I will leave the library area if requested, or if the space is occupied by staff.
- **I agree to keep my voice down and silence cell phones.**
- I acknowledge that PLIA staff are not dedicated librarians, and agree to treat all staff and customers with respect.
- **I acknowledge PLIA will not make copies of any printed material,** aside from out-of-print works copyrighted by PLIA. I agree to refrain from taking any photographs in the library.

I understand that PLIA may deny, suspend, or revoke borrowing privileges at any time for violations of this agreement, and may retain the Library Use Deposit for lost or damaged items.

Application for Borrowing Privileges

I affirm that I have read the terms of the Borrowing Agreement and Conduct Agreement, and am willing and able to abide by these conditions. I understand that patrons are liable for the replacement of lost or damaged items (including amounts not covered by the Library Use Deposit). This application and deposit must be submitted in person with an ID.

Checkout Period: 14 days (10 business days), renewable **once** to 28 days.
(Non-business days **do not** count toward late fees).

Full Name(s): _____

Email address: _____

Phone number: _____

Home Address: _____

State, Zip: _____

_____ **Student User (\$15 deposit, refundable upon request);** 18 or older, requires student ID.

_____ **Adult User (\$20 deposit, refundable upon request).**

_____ **PLIA Member User (no deposit);** Requires current PLIA membership.

I agree to the conditions of this agreement (including immediate payment of the Library Use Deposit) and permit PLIA to keep a copy of this document on file.

Signature: _____

Date: _____

_____ I want to receive PLIA's monthly email newsletter.