

UNIVERSITY OF MARYLAND  
BALTIMORE COUNTY

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LIBRARY BORROWING INFORMATION  
FOR HIGH SCHOOL STUDENTS

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With a Special Borrower's Card, high school students may borrow up to 10 circulating books for 28 days unless the materials are recalled for another UMBC patron. In addition, students may request a UMBC item that appears in the online catalog as being "checked out." An email is sent when the item is available for you to pick up. The UMBC Special Borrower's Card is not valid for borrowing media items or materials from other USM libraries and does not permit off campus access to databases or other electronic resources.

**Due Date**

Materials are due 28 days after the loan date. You may keep track of your due date by requesting a loan receipt or by accessing your library account via the catalog. Please return or renew your borrowed items on time! Because overdue books can inconvenience other library patrons, you will receive a courtesy reminder prior to the due date and an overdue notice 10 days after the due date if necessary. Failure to honor due dates will result in late fees and may forfeit your borrowing privileges.

**Renewing Items**

Library materials may be renewed twice either online or at the Check Out desk, unless they are requested by another user.

**Fines and Replacement Charges**

Unreturned materials are declared lost after 30 days and are billed a \$100.00 replacement cost plus a processing fee of \$35.00. Items and fines more than 60 days late receive an additional \$5.00 service charge (a University fee) to transfer the outstanding bill to the UMBC Bursar's Office. Delinquent bills at the Bursar's Office are referred to the Maryland Central Collection Unit (CCU).

If a billed item is returned before it has been replaced by the Library, or within a year of its due date, its replacement is refunded. Patrons are responsible for damages to library materials and must pay the replacement or repair cost.

**Recall of Items**

Patrons who receive a notice to return an item needed by another borrower must return the item on or before the date noted on the form. The fine for materials not returned by the recall date is \$2.00 per day with a maximum of \$50.00 per item. This could be in addition to other fees.

## HIGH SCHOOL STUDENT REGISTRATION FORM

Please print all information.

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

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

\_\_\_\_\_

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

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

Name of School: \_\_\_\_\_

I have read and understand the library circulation policy found on the back of this form. I assume responsibility for all books borrowed on my record from the UMBC library and understand that this privilege may be revoked or suspended if my library account becomes delinquent due to continued or repeated failure to pay fines or return materials on time.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be returned to the Circulation Department of the UMBC library before a student can be issued a borrower's card. There is a charge of \$5.00 for this card. Make checks payable to UMBC. (Note: We do not accept cash.)**

### Teachers:

**Please submit one check payable to UMBC for the total amount due with the completed student registration forms 8 working days prior to your scheduled visit.**

For more information, please contact Paula Langley, Department Manager, at (410) 455-2354

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Library use only

Patron ID: \_\_\_\_\_

Registered by: \_\_\_\_\_  
(Please print)