

**EARLHAM COLLEGE LIBRARIES PALNI and ALI BORROWER'S CARD
APPLICATION**
Richmond, IN 47374-4095

I have read the policy and I hereby agree to obey all the rules and regulations of the Earlham College Libraries, to pay all fines promptly, and to make good any loss or damage to material loaned to me. **I WILL NOTIFY THE LIBRARY IF I CHANGE MY ADDRESS.** (Please sign below as acknowledgement of having read prior information)

PALNI/ALI Member's Signature Required **Date**

PALNI/ALI members must present two valid photo IDs to obtain borrowing privileges at Earlham College. A student ID from a PALNI or ALI member institution must be presented, as well as an additional photo ID (preferably a driver's license). Student workers will photocopy these IDs for record-keeping purposes.

You will be able to check out materials as soon as you fill out an application. If your application is returned after the Circulation Supervisor has left for the day, the Circulation Supervisor will process your application at the first available opportunity.

NAME (please print) _____
Last Name First Name Middle Initial

HOME ADDRESS _____
(P.O. Box not acceptable) Street Address City State Zip

E-MAIL ADDRESS _____ HOME PHONE _____
(Area Code) Phone Number

PALNI COLLEGE _____
(College Name) (City/State)

PALNI members must use the ID/library card used to check out books at their school to check out materials at Earlham College. The Circulation Supervisor will modify your account and you will be able to use your card on your next visit.

ALI COLLEGE _____
(College Name) (City/State)

ALI members will receive their library card in the mail 3-5 business days after it has been processed by the Circulation Supervisor. You must present this card to check out books from the library on future visits.

<u>Title of Book(s) Checked Out</u>	<u>Barcode</u>

OFFICE USE ONLY:
Processor: _____ Date: _____ Library card barcode: 29308 _____

EARLHAM COLLEGE – LILLY LIBRARY
LAPTOP COMPUTER AGREEMENT

Name: _____ *Phone:* _____
Please write legibly

Library Barcode #: _____ *E-Mail Address:* _____

- I understand that this computer may only be checked out for four hours and is for “in-library” use only.
- I realize that I am held financially accountable for any damage incurred to the computer while it is in my possession.
- I understand also that I am financially responsible for lost or not returned computer/equipment. The following charges will be apply under these conditions:

Power Cord	\$ 100
PC Adapter	\$ 100
Computer Case	\$ 100
Laptop Computer	\$ 1,800

- I am fully aware that nothing can be saved on this unit, and everything will be erased at the next startup.
- I will not leave the computer unattended at any time.
- I have been informed that my student I.D. will be held (with no exceptions) until the laptop/equipment is returned.
- I know when I return this computer/equipment that it must be returned to a student worker. It is not allowed to be left at the Circulation Desk until the student worker has checked it in.

NOTE: *Late fees will be charged at the rate of \$5.00 per hour. Three (3) late returns will result in loss of any laptop computer privileges at Lilly Library for the remainder of the semester.*

Signature _____ ***Date:*** _____

(This signed agreement will be kept on file at the Circulation Desk for reference and applies to the checkout of any laptop computer in the future from Lilly Library.)