



Completed by Library Staff:

- Student ID# confirmed
- Profile created
- Photo added to profile
- E-mailed welcome letter

LIBRARY ACCOUNT APPLICATION FORM

Student ID#: _____
(Your Student ID# functions as your Library Account #)

First Name: _____ **Last Name:** _____

Address: _____
(Street Address, Apt. #)

(City) (State) (Zip Code)

Phone: _____ **Country of Citizenship:** _____

Lincoln e-mail: _____

Alternate e-mail: _____

Degree/Certificate (Circle concentration):

- | | |
|--|--|
| <input type="checkbox"/> Doctor of Business Administration (DBA)
(1) Finance and Investments
(2) Human Resources Management | <input type="checkbox"/> Master of Science (MS)
(1) International Business
(2) Finance Management |
| <input type="checkbox"/> Master of Business Administration (MBA)
(1) International Business
(2) Finance Management & Investments
(3) General Business
(4) Human Resources Management
(5) Management Information Systems
(6) Marketing Management
(7) Executive | <input type="checkbox"/> Bachelor of Arts in Business Administration (BA-BA)
(1) International Business
(2) Management
(3) Entrepreneurship
(4) Management Information Systems
<input type="checkbox"/> Bachelor of Science in Diagnostic Imaging (BS-DI)
(1) Sonography
(2) Echocardiography |

RESERVE Policy:

- Students **must have a Library Account (with a current photo)** to borrow RESERVE items.
- Students can borrow RESERVE items for up to **3 HOURS at a time**.
- RESERVE items can be renewed IF another student has not put it on Hold. To renew, check in before the 3-hour loan period ends.
- RESERVE items are meant for study, NOT for classroom use.
- In some cases, RESERVE items may be borrowed overnight. Overnight loans **MUST** be checked out **within one hour of closing** and **MUST** be returned **within one hour of opening** the next business day.
- We do NOT make reservations for RESERVE items. However, if another student is using the RESERVE book you need, we will put you on the Waiting List.

Overdue Fees:

- If RESERVE items are returned late, students must pay the following fees PER ITEM:
 - **\$1 per hour / \$0.50 per half-hour**
 - **\$10 per night**
 - There is a 15 to 30 minutes grace period. Maximum fees will not exceed \$60.

Consequences for Abusing RESERVE Policy:

- If RESERVE items are returned late repeatedly (3x), RESERVE items will be limited to In-Library Use Only for at least 1 month.
- Continued disregard for the policy will lead to limited borrowing privileges on a case-by-case basis.

Please read & sign the following agreement:

- **I have read and agree** to abide by library policies regarding behavior, computer use and borrowing materials.
- **I understand** that there are fees for overdue Reserve Books and other library items.
- **I agree** to pay for lost or damaged library materials, and to pay overdue fines accumulated on this account.
- **I agree** to inform the library of any changes to my mailing address or e-mail addresses.
- **I understand** that library announcements will be sent to my @lincolnucsf.edu account.

(Signature)

(Date)