

## High School Student Registration Form

Albin O. Kuhn Library & Gallery  
Circulation  
University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250

PHONE: 410-455-2354  
FAX: 410-455-1153  
VOICE/TTY: 410-455-3233  
WEB: [www.umbc.edu/library](http://www.umbc.edu/library)

Name

Street Address

City, State, Zip

Phone Number

E-mail Address

Name of School

I have read and understand the library circulation policy found on the back of this form. I assume responsibility for any and all books borrowed on my record from the UMBC library.

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 \$2.00 for this card; please 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, contact Perry Alexander, Evening Supervisor, at (410) 455-2354 or [palex1@umbc.edu](mailto:palex1@umbc.edu).

### Library Use Only

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

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

**UNIVERSITY OF MARYLAND  
BALTIMORE COUNTY**

**LIBRARY BORROWING INFORMATION  
FOR HIGH SCHOOL STUDENTS**

With a Special Borrower's Card, high school students may borrow up to 10 circulating books, maps, pamphlets, or documents for 28 days unless the materials are recalled for another UMBC user. In addition, you may request that a hold be placed on UMBC materials which appear in the online catalog as being "checked out." You will be notified when they are here at the library for you. Special Borrowers may not borrow Media. There is no off campus access to databases or other electronic resources. The UMBC Special Borrowers Card is not valid for borrowing materials from other campuses.

**Due Date**

Materials are due 28 days after the loan date. You can request a Loan Receipt to keep track of your due date. Please return your borrowed book by that date! Because overdue books can become a problem for all library patrons, overdue notices are distributed 10 days after the due date and the fines policy (noted below) is strictly enforced.

**Fines and Replacement Charges**

Losing library materials or failing to return them can be expensive. Overdue fines are 50 cents per item per day to a maximum of \$50.00 per item.

Materials which are not returned are declared lost after 30 days. The borrower is then billed for the replacement cost for the book, and a library processing fee of \$35.00. After another 30 days, a \$5.00 service charge (a University fee) is also assessed and the outstanding bill is transferred to the UMBC Bursar's Office. Bills that the Bursar's Office is unable to collect will be referred to the Maryland Central Collection Unit.

However, if the item is found and returned before it has been reordered, and within one year of its due date, its replacement cost and processing fee (but not the overdue fine or service charge) will be refunded. Users are also responsible for damaged materials and must pay replacement costs plus the processing fees.

**Recall of Items**

Users who receive a Recall Notice to return material needed by another borrower must return the item on or before the date noted on the letter. The fine for materials not returned before the recall due date is \$4.00 per day with a maximum of \$50.00 **per item**.