

**UNIVERSITY OF MARYLAND
BALTIMORE COUNTY**

**LIBRARY BORROWING INFORMATION
FOR SPECIAL BORROWERS**

Provided appropriate fees are paid, new special borrowers may check out 3 items upon application. Once their official card is received in the mail they will have full borrowing privileges depending on their classification.

With a Special Borrower's Card, you may borrow up to 25 circulating books, maps, pamphlets, or documents for 28 days unless the materials are recalled for another patron. Special Borrowers may not borrow Media items. 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 become available. The UMBC Special Borrowers Card is not valid for borrowing 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, a courtesy reminder is sent prior to the due date and overdue notices are sent 10 days after the due date. 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

The overdue fine for late returns is \$0.50 per item per day to a maximum of \$20.00. 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If a billed item is returned before it has been replaced by the Library, or within a year of its due date, its replacement cost and processing fee (not the overdue fine) are refunded. Patrons are held 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 the overdue fine.

**SPECIAL BORROWER
REGISTRATION FORM**

Please **print** all information.

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

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 borrower: _____ Date: _____

This form must be returned to the Circulation Department of the UMBC library before a borrower's card can be issued. There is a charge of \$50.00 per year for this card unless you qualify for other privileges.

For more information, please contact the Circulation Department at (410) 455-2354.

Library use only

Patron ID: _____

Type of Secondary ID: _____

Registered by: _____

(PLEASE PRINT)