

**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 UMBC user. Special Borrowers may not borrow Media. There is no off campus access to databases or other electronic resources. 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. 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.

Renewing Items

Library materials may be renewed twice either online or at the circulation desk, unless it is requested by another user.

Fines and Replacement Charges

Losing library materials or failing to return them can be expensive. There is a late fine of 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. After 60 days, the borrower is then billed a \$100.00 replacement cost for the book, a library processing fee of \$35.00, and a \$5.00 service charge (a University fee) when 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 an item is found and returned before it has been reordered, and within a year of its due date, its replacement cost and processing fee (but not the overdue fine) will be refunded. Users are also responsible for damaged materials and must pay replacement costs and processing fees.

Recall of Items

Users who receive a notice to return material needed by another borrower must return the item on or before the date noted on the form. The fine for materials not returned within this time period is \$4.00 per day with a maximum of \$50.00 **per item**.

**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 any and all books borrowed on my record from the UMBC library.

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)