

<b>Circulation Use Only:</b>	First Initials: _____	Date: _____	Date: _____
Barcode#: _____	Second Initials: _____	Date: _____	Supervisor initials: _____

**Applicant information**

\_\_\_\_\_  
Last name                                      First name                                      MI                                      Email                                      (If under 18) Date of birth

**If the applicant is minor, a parent or legal guardian must give the following information and sign the application:**

\_\_\_\_\_  
Driver's license or ID# (required)                                      Issuing state                                      Expiration date                                      Email

**Mailing addresses**

**Residence address:** \_\_\_\_\_  
Number and street or P.O. Box Number

\_\_\_\_\_  
City/Town                                      State                                      Zip code                                      Phone number

**Current mailing address:**  
(if different than residence address)                                      Number and street or P.O. Box Number

\_\_\_\_\_  
City/Town                                      State                                      Zip code                                      Phone number

**Required alternate mailing address**

\_\_\_\_\_  
Name (parent, relative, friend, work...)                                      Number and street

\_\_\_\_\_  
City/Town                                      State                                      Zip code                                      Phone number

**Arkansas Tech University campus policies**

- **Tobacco Free Campus:** to view policy online- <http://www.atu.edu/ucounsel/>
- **Computer Use Policy:** as a user of the system, you are required to read and abide by the official "Appropriate Use of Computer Resources," available at <http://cservices.atu.edu/> (click on "Policies").

**Library and Technology Center policies**

- **Cell Phone:** turn your cellular phone off or switch to vibrate or silent mode while in the library.
- **Food and Drink:** no food or drink permitted near the computers.
- **Noise:** please refrain from making excessive noise in the library.
- **Item Check Out:**
  1. You are required to present a valid ID and your Library Card when inquiring about your account.
  2. You are required to present your Library Card when checking out any materials.
  3. You are responsible for everything that is checked out on your card.
  4. You are responsible for informing the library of changes in addresses and/or phone numbers.
  5. If your card is lost or stolen you should report it to the Library Circulation Desk immediately. There is a \$5.00 replacement fee.
  6. Fines and Charges:
    - a. A fine of \$.25 per day per book will be charged for overdue items. The maximum fine on an overdue book is \$10.00.
    - b. Library privileges will be suspended until item has been returned or payment has been accepted.

**Please report any policy violations to the Circulation Desk on the 1<sup>st</sup> floor of the building. Violations may affect your library user privileges.**

**By signing this application you indicate that you have read and will comply with all policies.**

\_\_\_\_\_  
Applicant's Signature                                      Date

**IF APPLICANT IS UNDER EIGHTEEN — Parent or legal guardian must read and sign the following statement:**

Dear Parent or Legal Guardian,

We appreciate your and your child's interest in the Arkansas Tech University Library. However, we do want you to be aware of the constraints under which we operate as an academic library. We require that we have your approval for your child to have a library card with us (as indicated by your signature). You should be aware that you, as a parent/guardian of a child under age eighteen, have the ultimate responsibility for overdue fines and for lost and damaged books, and for replacement costs thereof. You should further be aware that we cannot in any way regulate the materials your child chooses to checkout. As an academic library, we own many books and materials relating to the full range of the human experience, some of which you as a parent may deem inappropriate for your child. In addition, as an academic library, we do not filter the information found on any computer. Your signature below indicates that you have read this document and approve your child's possessing an Arkansas Tech University Library Card.

\_\_\_\_\_  
Parent or legal guardian's signature                                      Date