

## LIBRARY CARD APPLICATION FORM

A library card application form must be completed and signed by both the student and the parent / guardian prior to checking out books and other resources available at the George Washington High School Library. In addition, students must have a signed Technology and Acceptable Use Form completed and on file in order to use the technology (e.g., computers and laptops) and GDOE network (i.e., internet) available in the school library (Please see the librarian for these additional forms).

NAME: \_\_\_\_\_ GENDER: M F  
                     LAST                    FIRST                    MIDDLE INITIAL

CONTACT #(s) \_\_\_\_\_  
   HOME PHONE  CELL PHONE

EMAIL ADDRESS: \_\_\_\_\_ EXPECTED GRADUATION DATE: \_\_\_\_\_

ENGLISH TEACHER NAME: \_\_\_\_\_ PERIOD: \_\_\_\_\_

STUDENT INITIAL	PARENT INITIAL	LIBRARY USER AGREEMENT
		1. The student will be responsible for the resource(s) checked out.
		2. A maximum of 2 books may be checked out from the library. Books may be checked out for a period of 10 days.
		3. A maximum of 1 In-house resource (e.g., games, die cut machines, laptop or desktop computer, etc.) may be used while in the library. Students must have a Technology and an AUP form on file to use the available technology and the GDOE network.
		4. A late charge of \$0.25 will be fined for each day that the book is overdue. A maximum of \$2.50 will be charged for each overdue book. Books not returned after 3 weeks will be considered lost and the student will be responsible for paying the full cost of the book, plus the \$2.50 overdue fee. A receipt will be provided for collected fines.
		5. Students with outstanding balances will not be allowed to check out library materials until all fees are paid. Unpaid fees and/or obligations at the end of the school year will result in the student's name being submitted to the Business Office for proper action to be imposed.
		6. Should library cards get lost or damaged, a replacement fee of \$3.00 will need to be paid before a new card will be issued.

I / We have read the library user agreement and agree to the above library expectations. I understand that fines and appropriate consequences will be imposed for NOT borrowing responsibly.

STUDENT SIGNATURE AND DATE \_\_\_\_\_

PARENT SIGNATURE AND DATE \_\_\_\_\_

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 LIBRARY USE ONLY: Library Card # Assigned \_\_\_\_\_ RCVD by and Date \_\_\_\_\_