



Lincoln University

Ref: L/LAAF

Completed by Library Staff:

- Student ID# confirmed
- Profile created
- Photo added to profile
- E-mailed welcome letter

LIBRARY ACCOUNT APPLICATION FORM

Student ID#: _____
(Your Student ID# functions as your Library Account #)

First Name: _____ **Last Name:** _____

Address: _____
(Street Address, Apt. #)

(City) (State) (Zip Code)

Phone: _____ **Country of Citizenship:** _____

Lincoln e-mail: _____ @lincolnucaf.edu

Alternate e-mail: _____

Degree/Certificate (circle concentration):

- | | |
|---|---|
| <input type="checkbox"/> Doctor of Business Administration (DBA)
(1) Finance and Investments
(2) Human Resources Management
<input type="checkbox"/> Master of Business Administration (MBA)
(1) International Business (IB)
(2) General Business
(3) Management Information Systems (MIS)
(4) Human Resources Management
(5) Finance Management & Investment Banking (FMIB)
(6) Marketing Management
<input type="checkbox"/> Master of Science (MS)
(1) International Business
(2) Finance Management
<input type="checkbox"/> Intensive Academic English Preparation (IEAP) | <input type="checkbox"/> Bachelor of Arts in Business Administration (BBA)
(1) International Business
(2) Management
(3) Small Business Enterprise
(4) Management Information Systems
<input type="checkbox"/> Bachelor of Science in Diagnostic Imaging (BS-DI)
(1) Sonography
(2) Vascular Ultrasound
(3) Echocardiography
<input type="checkbox"/> Ultrasound Technician Certificate (UT)
(1) Sonography
(2) Vascular Ultrasound
(3) Echocardiography |
|---|---|

RESERVE Policy:

- Students can borrow RESERVE items for up to **2 HOURS at a time**.
- Students **must have a Library Account with a current photo** to borrow RESERVE items.
- RESERVE items can be renewed **ONLY** if another student has not put it on hold. To renew, you must check in by the 2-hour deadline.
- RESERVE items are meant for study, **NOT** for classroom use.
- In some cases, a RESERVE item may be borrowed overnight. In this case, it **MUST** be checked out by 6:00 PM (M-Th), 4:00 PM (Fr-Sa), and **MUST** be returned **before 10:00 AM** the next business day. **NO EXCEPTIONS.**
- We do **NOT** make reservations for RESERVE items. However, if another student is using the RESERVE book you need, we will put it on **HOLD** for you to use next.

Overdue Fees:

- If RESERVE items are returned late, students must pay the following fees PER ITEM:
 - **\$1.00 per hour / \$0.50 per half-hour**
 - **\$10.00 per night**

Consequences for Abusing RESERVE Policy:

- If a student abuses his/her borrowing privileges by returning RESERVE items late 3 times, he/she will be placed on the "ABUSE LIST" for one month, and can **ONLY** use RESERVE items in the library.
- If continued abuse occurs, the library will adjust borrowing privileges on a case-by-case basis.

Please read & sign the following agreement:

- **I have read and agree** to abide by library policies regarding behavior, computer use and borrowing materials.
- **I understand** that there are fees for overdue Reserve Books and other library items.
- **I agree** to pay for lost or damaged library materials, and to pay overdue fines accumulated on this account.
- **I agree** to inform the library of any changes to my mailing address or e-mail addresses.
- **I understand** that library announcements will be sent to my @lincolnucaf.edu account.

(Signature / Print Name)

(Date)