FLORIDA SOUTHERN COLLEGE

Library Use Only:
Date Received:
Received by:
Verified:

Roberts Academy
Hollis-Hays Library
Registration and Parent Agreement Form – 2023-24

As a student in the Roberts Academy, your child must have a FSC ID card to borrow library materials.

YOUR CHILD'S FSC ID #:

CHILD'S LAST NAME: FIRST NAME:

PARENT'S LAST NAME: FIRST NAME:

Your Permanent Address:

Street Address: City, FL:

ZIP: Phone Number: Cellular: ( )

Your Email address:

By signing this form, I agree:

- as parent or guardian of (child's name) _____to give permission for my child **to check out up to (2) books from the Roberts Academy Hollis-Hays Library Children's Collection for a loan period of seven (7) days.**
- to be responsible for monitoring the appropriate use of the library's collection and agree to follow all copyright laws.
- To accept responsibilities for library charges for lost, damaged, or misplaced items.

Further,

- I accept that Hollis-Hays Library charges patrons who do not return or renew items by the due date.
- I understand that the privilege of using the Hollis-Hays Library may be withdrawn for failure to comply with library policies.
- I understand that not all library services may be provided for my child while this agreement is in effect.

Parent's signature: _____Date: _____

ROBERTS ACADEMY HOLLIS-HAYS LIBRARY

CIRCULATION SERVICES

Circulation

Borrowing privileges are limited to the students and staff of Roberts Academy. Presentation of a valid college ID is required to check out materials.

A. Loan Periods for Library's Books

The loan period for books to students is **seven (7) days**. Books may be renewed but are then subject to recall when needed by other students or staff.

B. Loan Periods for Reference (REF)

Reference (REF)

Students are not permitted to check out any reference materials. Photocopy machines are available to make copies as necessary within copyright limitations.

Staff members are permitted to check out reference materials for a **seven (7) day period.**

Loan Period Summary by Collection Type

Collection	Borrower Type	Item Limit	Loan Period	Renewals
Reference (RAREF)	Student	n/a	Non-circulating	n/a
	Staff	n/a	7 days	1
Books Easy Fiction (RAE) Easy Advanced Fiction (RAJ) Non-Fiction (RANF)	Student	2	7 days	1
	Staff	15	7 days	3

C. Returning Library Material

Library material should be returned to the Roberts Academy Hollis-Hays Library (RA). Items returned to other libraries, items returned to the library through the mail, etc., will be considered overdue if received past their due date and will be subject to 'lost' fines. In all cases of dispute concerning the return or failure to return items, three (3) consecutive unsuccessful searches for the items by the library staff shall be considered sufficient for the assessment of replacement fines.

D. Lost Book Fees

Lost Charges

Staff and students will be billed the replacement cost of the item lost plus a $10.00 processing fee.

Lost item charges are forwarded to the Business Office for collection thirty (30) days after the due date.

Refunds

If an item is found after the lost charges have been paid, the patron will be refunded the replacement cost. The library will retain the $10.00 processing fee per item.

Damaged Materials Charges

Fees for damaged items are assessed on a case by case basis.

E. Interlibrary Loan

Roberts Academy staff members are eligible for Interlibrary Loan services in accord with Roux Library policies. Please visit the Interlibrary Loan Services page for more information.

F. Confidentiality of Borrowing Information

The Roux Library and Roberts Academy Hollis-Hays Library recognize the need to protect the confidential nature of library circulation records. It is the library's policy that:

Current borrower's records not be made available to anyone other than appropriate library staff;

The library does not release the names or other identifying information of the borrowers who hold, or who have held, library materials, except on receipt of a properly executed court order;

In cases where material is needed immediately, library staff use all means to communicate directly with the holder of the material to arrange for its return;

Any problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to the Access Services Librarian, Roux Library.

G. World Book Online Reference Center

Students and staff of Roberts Academy have access to the World Book Online Reference Center (http://www.flsouthern.edu/library/databases/worldbook.htm**). No password is required when using Roberts Academy's computers.**