



Delaware College of Art and Design  
 Edgar A. Thronson Library  
 600 N. Market St  
 Wilmington, DE 19801  
 Library: 302.622.8867 ext. 311 or 408

Today's date: \_\_\_\_\_

## Continuing Education (C.E.) - Borrower Application Form

### Borrowing Rules:

C.E. faculty and students may checkout items from the library after filling out this application. **The application need to be updated once a semester.** C.E. borrowers may checkout **3 books at a time**. Items checkout for **two weeks** and may be recalled at any time. If recalled, items must be returned within one week. Items not returned to the library on time will accumulate a **25 cent per day overdue fine**. All items should be returned to the circulation desk in the library on the 3rd floor, or in the BOOK RETURN BOX in the lobby near the elevators.

**ALL books must be returned at the end of each semester!** Overdue fines and lost or damaged books outstanding at the end of the semester will be charged to the borrower's credit card. Lost or damaged books will be charged at the full replacement cost plus a \$10 processing fee.

This credit card authorization serves as a deposit for the checkout of library materials.  
 The card will be charged **only** if the materials are not returned or if materials are returned damaged.

Name (print clearly): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Type (Visa, Mastercard...) \_\_\_\_\_ Expiration date (month/year) \_\_\_\_\_

**Signature:** \_\_\_\_\_

C.E. department and/or class: \_\_\_\_\_

Class days and times: \_\_\_\_\_

Create a library password: \_\_\_\_\_

### To be filled out by DCAD library staff:

C.E. Library Barcode Number: \_\_\_\_\_

Staff initial: \_\_\_\_\_

Date: \_\_\_\_\_

Updated February 6, 2013