**Quimby Memorial Library Community Membership Policy**

QML extends certain of its resources and services to users who are not currently enrolled as students at SWC, graduates of SWC, currently employed as staff or faculty at SWC, or are retired from employment at SWC. Such users are referred to as Community Members.

Individuals must complete an application for community membership, which can be obtained from the library’s website or via email, by contacting library staff. Details required for approval of a membership application include full name, address, phone number, and email address. If library staff approves the application, **applicants will be charged a one-time fee of $25.00** and will then be entered into the Library Management System and afforded “Patron” status. As a Patron, community members will be entitled to access to the following resources and services:

* **Main Collection items**: Community members may check out up to ten (10) items from the Main Collection at a given time. **Fines for overdue items will accrue at a rate of 25 cents per item per day. Community members will be responsible for items damaged or lost while checked out to their accounts and may be charged a replacement fee.**
* **The placing of holds**: Community members may place holds on items in the Main Collection, by making a request of library staff. Holds will expire after 7 days.
* **Additional Resource Access**: Library staff will assist community members with accessing books, articles, and other media upon request. This assistance includes borrowing physical and/or digital items, on community members’ behalf, via the library’s Inter Library Loan network.
* **Reference and Research Assistance**: Library staff may provide reference and research assistance to community members upon request if time and resources allow. While **credentials for accessing the library’s research and media databases WILL NOT BE SHARED with community members**, library staff will access databases on community members’ behalf, and provide them with PDFs of requested articles.
* **Scanning**: Community members may access the library’s scanner, and library staff will assist in scanning upon request. **Printing, however, will not be available to community members.**
* **Patron User Agreement/Termination of Account:** A user agreement, informing prospective community members of the membership policy and terms and conditions of membership, will be provided to applicants. An applicant’s signature, indicating agreement, will be a prerequisite to application approval. Quimby Memorial Library staff reserves the right to revoke library privileges and terminate the user account of any community member, who violates the terms and conditions of library membership or whose presence and/or library usage results in any conflict or disruption.

APPLICATION FOR QUIMBY MEMORIAL LIBRARY COMMUNITY MEMBERSHIP

Name (first, last): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understood the statement of QML’s community membership policy and agree to the terms detailed therein.

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