



Late Fees

Days Late _____ Charges _____
\$5/day

BOOKS LOAN AGREEMENT

CLIENT INFO

Name _____
 CWID _____
 Email _____@okstate.edu

STAFF ONLY

Date _____ Due _____
 Renew _____ Due _____
 Initials _____

*Checkout is for 14 days.
 Renewal is for an additional 7 days.*

Semester Loan

X _____
Faculty Signature Date

Late Notice _____/_____/_____
Initials _____

Follow-Up _____/_____/_____
Initials _____

Book Title	Book Number	Out	In
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

TERMS OF USE

You are responsible for the items you sign out; by signing this form, you agree to the following:

- Check out is for 14 days. any renewals are for an additional 7 days.
- If you return the books after the final due date, you will be charged **\$5 /day**.
- If any books are damaged, lost or stolen, your OSU Bursar Account will be charged for the replacement.
- Any unauthorized use or non-compliance to these terms may result in loss of borrowing privileges
- This agreement is binding for faculty, staff and students.

I have read the above and agree to the terms.

I authorize the Art Department to charge this invoice to my Bursar Account.

X _____
Check Out Signature Date Staff Signature

File Maker Pro

I have returned all items in the condition in which I received them.

I accept all charges or fees for late, damaged, or missing items.

X _____
Check In Signature Date Staff Signature

File Maker Pro