



Library Responsibility Agreement for COA Community Members

Library items are a shared resource for all to use. Please be mindful of your responsibility to our community.

The following library policies and procedures are established to best serve all library users:

- Library materials are to be checked out at the circulation desk and returned by the date/time due either in the exterior book drop or at the circulation desk.
- Reserve materials must be returned on time. Reserve materials can be checked out for 4 hours, overnight (returned by 9am the following morning), or three days.
- Interlibrary Loan (ILL) materials are on loan from other libraries and must be returned or renewed on time so as not to jeopardize use of this service for other patrons and the library.
- Periodicals, reference materials, Special Collections, and COA Collections are for in-library use only.
- Please respect library property and the facility. Clean up after yourself, do not open windows in the stacks (a climate-controlled space), return borrowed supplies & equipment, and respect quiet & whisper zones as designated on the doors.
- Borrowers assume all responsibility for lost or damaged items.
- Thorndike Library and College of the Atlantic disclaim any responsibility or liability for loss or damage of any kind related to configuration and operation of AV equipment and the public computers.
- The library is not responsible for materials checked out or viewed by visitors, regardless of age.

Please complete the following to indicate that you have read, understand, and agree to abide by the above:

Borrower Name

Signature

Date