

**LIBRARY POLICY EFFECTIVE 6-12-2008**

**A \$20 DEPOSIT IS REQUIRED AT THE TIME THAT YOU RECEIVE AN ITEM FROM THE LIBRARY. THIS ITEM IS TO BE TAKEN OUT ON A TRUST BASIS FOR THE PERIOD OF TWO WEEKS. AT THE END OF THAT TWO WEEKS, IT IS EXPECTED THAT THE ITEM BE RETURNED TO THE LIBRARY OR A CALL OR ATTEMPT MADE TO RENEW IT FOR ANOTHER TWO WEEKS.**

**IF THIS IS NOT DONE IT WILL BE CONSIDERED LATE.**

**THE DEPOSIT LEFT FOR THE ITEM WILL BE HELD FOR A PERIOD OF SIX MONTHS AND AT THAT TIME WILL BE FORFEITED AFTER THREE ATTEMPTS TO REACH YOU.**

**I ACCEPT THE ABOVE AND WILL ABIDE BY SUCH.**

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**NAME**

\_\_\_\_\_  
**DATE AND WITNESS**