

VCUarts Qatar Library Guest User Application Form

Name:

Email Address:

Mailing Address:

Telephone:

Home:

Mobile:

Terms of Agreement:

1. A refundable cash deposit of QR 500 is required.
2. The deposit will be refunded at the request of the guest user under the condition all borrowed materials have been returned in good condition.
3. Borrowing privileges will begin upon receipt of the deposit.
4. Guest users must have a permanent address in Qatar.
5. Borrowers must be at least 18 years of age.
6. Guest users must provide a Qatar ID.
7. Guest users may borrow up to five books for a period of two weeks. Items can be renewed once.
8. Guest users are not eligible to borrow periodicals, reference items, course reserves or audiovisual material, material samples, or technology.
9. Interlibrary loan and document delivery service is not provided.
10. The user is responsible for damage done to borrowed items. If a book is damaged, a minimum charge of QR36 will be assessed. Items that are irreparable will be billed as lost.
11. If a book is lost, a minimum replacement fee of QR 364 will be charged. A higher fee will be charged for items which have a replacement cost higher than QR 364.
12. VCUarts Qatar Library has the right to revoke a guest user's borrowing privileges.
13. This agreement is terminated when the deposit is refunded. In order to receive a deposit refund, you must present your original receipt and your Qatar ID.
14. Borrowers who are inactive for 2 years, but in good standing, must renew their account or the deposit will be forfeited.
15. Borrowers who fail to return borrowed items will lose all library privileges and will forfeit their deposit.

I confirm that I have read, and that I agree, to the terms stated above:

Name:

Signature:

Date:

Library staff only

Authorized by:

QR500 refundable deposit received:

Photocopy of identification:

Photocopy of form given to patron: