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|  | http://www.edison.edu/assets/img/fswlogos/alternatecolors/JPG/Letters/FSW_BlackOTLine.jpg ***Address Update / Phone Update / New Borrower*** |
| ***Please Print*** | **DUAL ENROLLMENT BORROWER** |
| NAME:  |  |
|  | (LAST)  | (FIRST) | (M.I.) |
| STUDENT ID #: |  | BIRTHDAY: |  |
| E-MAIL: |  |
| PHONE: |  |
| (DAY) | (EVENING) / (CELL) |
| MAILING ADDRESS: |  |
|  | (NUMBER & STREET MAILING ADDRESS) |
|  | (APT#) |
|  | (CITY) | (STATE) | (ZIP) |

Please return item(s) by date due to avoid HOLDS.

If items are not returned when due, a HOLD status will be placed on College and Library records. HOLD status on records means:

* Grades, Transcripts, Degrees and Certificates are not released.
* Library privileges suspended.

Interlibrary Loan borrowers are liable for fines charged by the lending library.

If an item is reported lost or is returned in such a damaged/mutilated condition so as to require replacement, the borrower will be charged **$42.00 for each item. Items will be Assumed Lost if not returned within 3 weeks of date due.**

Borrower is responsible for contacting the library for any change of address or phone number.

Unpaid fines for non-returned or damaged items will be forwarded to the Business Office for billing and a Collection Agency may be used if left unpaid.

By signing you state you understand and agree to these terms and conditions, and that the information you have provided is correct.

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| Signed |  | Date |  |

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| ***For LR Uses Only*** | ***Student (01) Community (40) Staff (30) Faculty (20) Adjunct/CE Faculty (22)*** |
| Staff Initial | Patron Status | Date Checked | Checked (Initial) |
|  |  |  |  |
| Library Card # |  |
| LRC-022 Rev. 6/14 |  |