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### **Anne Carroll Moore Library Policy**

The Anne Carroll Moore Library is an extension of the USU Merrill Library; therefore, we are required to follow the policies and procedures set by the USU library system:

- I understand that in order to better keep track of books and avoid overdue fees we require that each book is renewed every week. Students are reminded each week during library time to renew their books.
- I understand that books may be renewed (unless they are on hold for other patrons) until the student is finished with them by bringing the book to the library.
- I understand that in the event of an extended absence I must return the materials that have been checked out or make prior arrangements with the library to extend the due date.
- I understand that the library reserves the right to restrict the number of books checked out at one time and that all books are subject to recall if needed for classroom instruction.
- I understand that all books checked out by children are subject to USU library policies and fees. The charge for overdue books is \$.25 daily per overdue book. The price for lost or damaged books is the price of the book plus a \$10 cataloging fee. All fines accrue daily and must be paid in a timely manner.
- I understand that the USU Library system will send e-mail notices to remind me when books are due or overdue. Please pay attention to these notices to avoid overdue fees. If my e-mail address changes after the annual EBLS registration, I will contact Rachel at 435-797-3093 or [rachel.linton@usu.edu](mailto:rachel.linton@usu.edu). with the new information so that the USU library system can send overdue notices.

I understand and agree to the USU Library Policy and give permission for my child to check out books from the Anne Carroll Moore Library.