

LIBRARY RESPONSIBILITY FORM

For

Students, Faculty, and Staff of Milligan College

To obtain a Borrower's Card at Sherrod Library

East Tennessee State University

- 1) Have approval from library staff at Milligan College
- 2) Bring this Responsibility Form and current validated ID from Milligan College to the circulation desk of Sherrod Library for registration into the patron database and the issuance of a borrower's card
- 3) Patron is allowed to check out five (5) items for the lend period of 2 weeks, with 3 renewals on each title

The following conditions apply:

- 1) The individual shall observe all regulations for circulation and library use imposed by Sherrod Library, including the return of materials on or by the due date to the lending library
- 2) The individual shall observe all notices and pay all charges issued by Sherrod Library, and shall, in default, be obligated for charges to his/her own institution, Milligan College
- 3) The borrower's card will expire at the end of the academic semester of Milligan College

RESPONSIBILITY FORM

Expiration Date of Current Semester: _____

I agree to accept full responsibility for all lost or damaged library materials and financial obligation incurred through the use of borrowing privileges at ETSU Sherrod Library.

Student, Faculty, or Staff Name

Signature

Milligan Email

Phone number with area code

Local Address

Milligan Student ID Number

I attest that this patron is a current Student/Faculty/Staff member of Milligan College.

Library Staff Signature

Date

P.H. Welshimer Memorial Library

Box 600

Milligan College, TN 37682

423-461-8703