

Book Lending Agreement

For the convenience of our UTA graduate students, the EDGE Center provides textbooks, writing manuals, and other printed media that may be checked out for academic use. In order to check out an item, students must have a valid Mav ID. If students do not have a valid Mav ID, they must procure one from the Mav Express ID Office at 435 Spaniolo Drive, Arlington, TX 76019.

Please visit www.uta.edu/edgecenter for a list of available inventory. **Please note** - weekends, holidays, and university closings may impact the due date and time of your borrowed technology.

Book Lending Policies

By borrowing a textbook, writing manual, and other printed media from the EDGE Center's Lending Library, you (the borrower) certify that:

- the item will be returned to the EDGE Center (SH 322) at the designated date and time. If not, late fees will be charged and the ability to borrow printed media in the future will be affected.
- when printed media is checked out, you assume financial responsibility for that item.
- any damages to textbooks, writing manuals, and other printed media **MUST** be reported to a member of the EDGE Center's staff **immediately**.

Late Fees, Lost Items, & Damages

If the individual borrowing printed media from the EDGE Center fails to return the item by the designated date/time, a Late Fee of \$5/day will be assessed until the item is returned to the EDGE Center. For items exceeding 14 days past the due date/time, the borrower will be assessed a Lost Item Processing Fee (\$35 per item), Replacement Fee (not to exceed the listed price of the item), and a Maximum Late Fee of \$70.

If items are returned in good condition, the Lost Item Processing and Replacement Fees will be waived. Maximum Late Fees will still apply. If items are damaged upon their return (tears, water damage, physical damage to the cover, pages, or spine, or excessive writing or highlighting) or lost, the Lost Item Processing Fee, Replacement Fee, and Maximum Late Fee will be assessed accordingly. Conversely, the individual will lose their privilege to borrow technology from the EDGE Center.

Important Notes

- Textbooks, writing manuals, and other printed media may be borrowed for **one month** a time and cannot be renewed. Items must be returned to the EDGE Center during Winter & Summer breaks for inventorying and safe-keeping.
- Individuals may only have one book of each type checked out at a time. Textbooks, writing manuals, and other printed media are available on a first-come, first-serve basis and may not be reserved in advance.

Signature: _____

Date: _____

Printed Name: _____

MAV ID #: _____

Book Tag #: _____

Checkout Date: _____

For questions or concerns, please email us at EDGECenter@uta.edu or contact Alex Ruiz, EDGE Center Coordinator, at alex.ruiz2@uta.edu.