

Miami Valley Astronomical Society Library Item Check-out Sheet



The library is available at all MVAS members.

Process:

1. Members must sign out all materials.
2. A maximum of three (3) items may be checked out at one time.
3. Items must be checked back in by the Librarian, other Board member, or a *Librarian designee*.

Rules:

1. Materials can be checked out during a General or Board Meeting for a one (1) month period.
2. A checked-out item may be renewed for one (1) additional month, if there are no other requests for that item.
3. Members cannot check out additional books or magazines until ALL overdue materials are returned.
4. Charges of \$0.25 per day *may* be levied for each persistently overdue item.
5. Member will be charged full value for items damaged, lost, or not returned within 60 days of the due date. The MVAS Board will determine the value of each item.
6. Any item held more than six (6) months without being returned or paid for will result in loss of membership.

Check out DATE: _____.

(Print Name) _____, is checking out the following material(s)

1. _____.

2. _____.

3. _____.

I have read and understand the MVAS Library rules and agree to abide by them.

Signature: _____.

Item returned to librarian Check IN Date: _____.

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