Science Models Contract (Borrower Responsibilities, Policies, and Use Agreement)

Borrower Responsibilities

- Borrowers must:
  - Complete a Use and Liability Agreement in which they acknowledge responsibility for any science model they borrow.
  - Present one of the following when borrowing a model:
    - An AACC photo ID card
    - A Truxal Library card and a valid photo ID (driver’s license, military ID, etc.)
  - Resolve all outstanding fines, holds, or other overdue items on their library record prior to checking out a model.

- Borrowers are responsible for:
  - Returning the model in the same condition in which it was issued. Models are examined by staff before checkout and after return.
  - Paying the full replacement cost if the borrowed model if it is lost or stolen, or is damaged beyond the cost of repair, as determined by the College, and paying the overdue fines that are assessed if the model is not returned on time. The College has the right to turn past due accounts over to a collection agency.
  - Paying the repair cost, as determined by the College, if the model is damaged.

- Borrowers should never leave the model unattended.

- Borrowers should never lend the model to a third party, as any damage or loss incurred while a model is checked out is the sole responsibility of the borrower.

- Borrowers may only use models within Truxal Library.

- Borrowers acknowledge that if a model is not returned, it may be considered theft of AACC property and appropriate disciplinary and/or legal action will be taken by AACC to recover it.

- Borrowers may check out one model at a time on their account. The checkout period is 3 hours.
# Policies for Use of Science Models in Truxal Library – Summary

<table>
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<tr>
<th>Location</th>
<th>Models must remain in the Library building. Do not leave models unattended.</th>
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| **Who Can Borrow Models?** | Truxal Library patrons who have no outstanding fines, holds, or overdue items on their library account **AND** present one of the following when borrowing a model:  
  - An AACC photo ID card  
  - A Truxal Library card and a valid photo ID, such as a driver's license, military ID, etc. |
| **Borrowing Procedures** | o Check out models at the Circulation Desk for use within the Library building.  
o Return to a staff person at the Circulation Desk at or before the time due.  
o Borrowers must wait while a library staff member verifies the condition of the model being returned and determines that all parts are in the box.  
o The staff member discharges the item after the inspection.  
o Borrowers are responsible for models checked out on their library card. |
| **Loan Duration** | o 3-hour period on a first come, first served basis.  
o The item may be borrowed again, if no one else is waiting for it. |
| **Overdue Fines and Other Charges** | o Overdue fines are $20.00 per hour. **Returning a model 24 hours late results in a $480.00 overdue fine.**  
o A $50.00 fine (in addition to hourly overdue fines) for removing a model from the library may be assessed at the discretion of the library.  
o An amount equivalent to the replacement cost for a model that is stolen or damaged beyond repair will be assessed. If a model can be repaired, the borrower is responsible for the cost of repairs. |
Use and Liability Agreement for Using Science Models in Truxal Library

- I accept full responsibility for the model I am borrowing.
- I agree to present an AACC photo ID card OR an AACC library card and a valid photo ID (driver’s license, military ID, etc.) each time I borrow a model and to resolve any outstanding fines, holds, or other library obligations before check out.
- I will pay Anne Arundel Community College for the cost of repairing or replacing a model if it is intentionally damaged, or if it is lost, stolen, or not returned while checked out in my name.
- I will pay Anne Arundel Community College for the cost of repairing or replacing a model if it is intentionally damaged, or if it is lost, stolen, or not returned while checked out in my name.
- I understand that the replacement cost for a model can be as much as $5,000.00 plus accrued overdue fines.
- I will pay an overdue fine of $20.00 per hour if I fail to return the model to the Library’s Circulation Desk on time. I will pay a fine of $50.00 for removing the model from the library building.
- I understand that my abuse of model loan privileges may also result in library and college disciplinary action and the inability to borrow models in the future.
- I understand that all accrued charges will prevent me from registering for classes, from obtaining a diploma or transcript, and/or graduating until paid in full. The college may refer a past due library account to a collection agency.
- I understand that failure to return the model on time and/or removing the model from the Library will be considered theft of Anne Arundel Community College property and appropriate action will be taken, including referral to law enforcement authorities.
- I verify that I have read and understand the Science Models Contract, including Borrower Responsibilities, as it pertains to the loan of an Anne Arundel Community College science model.
- I agree to abide by this and related science model loan policies.

Name: ____________________________________________

Address: ____________________________________________

Telephone number: ____________________________ ID #: ____________________________

Signature: ____________________________ Date: ____________________________