



Roberts Academy  
Hollis -Hays Library  
Registration and Parent Agreement Form ±202 3-24

As a student in the Roberts Academy , your child must have a FSC ID card to borrow library materials.

YOUR CHILD FSC ID #:

& + , / ' ¶ 6 / \$ 6 7 1 \$  FIRST NAME:

3 \$ 5 ( 1 7 ¶ 6 / \$ 6 7 1  FIRST NAME:

**Your Permanent Address:**

Street Address:  City, FL:

ZIP:  Phone Number:  Cellular:  ( )

**Your Email address:**

**By signing this form, I agree**

x as parent or guardian of ( F K L O a n ¶ ) V \_\_\_\_\_ to give permission for my child to check out up to (2) book s from the Roberts Academy Hollis -Hays Library & K L O G U H Q ¶ V & R O I a n F e r v o d B r Q seven (7) days .

x

I accept that Hollis -Hays Library charges patrons who do not return or renew items by the due date.

x I understand that the privilege of using the Hollis -Hays Library may be withdrawn for failure to comply with library policies.

x I understand that not all li brary services may be provided for my child while this agreement is in effect.

Parent ¶ V V L J Q D W X U H \_\_\_\_\_ Date: \_\_\_\_\_

# ROBERTS ACADEMY HOLLIS HAYS LIBRARY

## CIRCULATION SERVICES

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### Circulation

Borrowing privileges are limited to the students and staff of Roberts Academy.  
Presentation of a valid college ID is required to check out materials.

A.

### Loan Period Summary by Collection Type

Collection	Borrower Type	Item Limit	Loan Period	Renewals
<b>Reference</b> (RAREF)	Student	n/a	Non-circulating	n/a
	Staff	n/a	7 days	1
<b>Books</b> Easy Fiction (RAE) Easy Advanced Fiction (RAJ) Non-Fiction (RANF)	Student	2	7 days	1
	Staff	15	7 days	3

#### C. Returning Library Material

Library material should be returned to the **Roberts Academy Hollis-Hays Library (RA)**. Items returned to other libraries, items returned to the library through the mail, etc., will be considered overdue if received past their due date and will be subject to **μ O R I N E S W ¶**. In all cases of dispute concerning the return or failure to return items, three (3) consecutive unsuccessful searches for the items by the library staff shall be considered sufficient for the assessment of replacement fines.

#### D. Lost Book Fees

##### Lost Charges

Staff and students will be billed the replacement cost of the item lost plus a \$10.00 processing fee.

Lost item charges are forwarded to the Business Office for collection thirty (30) days after the due date.

##### Refunds

If an item is found after the lost charges have been paid, the patron will be refunded the replacement cost. The library will retain the \$10.00 processing fee per item.

##### Damaged Materials Charges

Fees for damaged items are assessed on a case by case basis.

#### E. Interlibrary Loan

Roberts Academy staff members are eligible for Interlibrary Loan services in accord with Roux Library policies. Please visit the [Interlibrary Loan Services](#) page for more information.

#### F. Confidentiality of Borrowing Information

The Roux Library and Roberts Academy Hollis-Hays Library recognize the need to

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that:

Current borrower's records not be made available to anyone other than appropriate library staff;

The library does not release the names or other identifying information of the borrowers who hold, or who have held, library materials, except on receipt of a properly executed court order;

In cases where material is needed immediately, library staff use all means to communicate directly with the holder of the material to arrange for its return;

Any problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to the Access Services Librarian, Roux Library.

#### G. World Book Online Reference Center

Students and staff of Roberts Academy have access to the World Book Online Reference Center (<http://www.flsouthern.edu/library/databases/worldbook.htm>). No

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