

COPPIN STATE UNIVERSITY – PARLETT L. MOORE LIBRARY

LIBRARY REGISTRATION FORM - FACULTY (Please Print)

Last Name:

First Name & Middle Initial:

Permanent Mailing Address

Address:

City:

State:

ZIP Code:

Campus Information

College:

Department:

Building/Room Number:

Contact Information

Home Phone:

Office Phone:

Cell Phone:

Coppin Email:

Faculty Status (check one): Full time Adjunct

ID No.:

Barcode No.: 2 2057

Best Contact Method (Check One)

U. S. Post Mail

Email

Text Message

Campus Mail

SIGNATURES

I am aware of library's circulation agreement) and hereby agree to comply with all rules.

Signature of applicant:

Date:

LIBRARY STAFF

Issued by: _____

Registration Date: _____ Expiration Date: _____

**Coppin State University
Parlett L. Moore Library
Borrower's Agreement**

- The borrower is responsible for either returning or renewing library materials by the due date. Failure to do so will result in library fines.
- The initial loan period for faculty is one (1) semester. Books may be renewed.
- Coppin Faculty/Staff not charged standard overdue (recall/replacement fees charged).
- Replacement costs are charged for any lost, damaged or unreturned materials, this will include a \$30.00 processing fee, plus any overdue fines that have accumulated.
- Other patrons may recall materials, if the borrower receives a RECALL NOTICE, the materials must be returned by the request date. If not, the fine will be \$1.00 per day/per item until returned.
- It is the borrower's responsibility to notify the library of any changes of name, address, or phone number.

LIBRARY STAFF USE ONLY:

Issued by: _____ Registration Date: _____

Expiration Date: _____