



# Library Registration Form

First Name:				FORM #: _____
Last Name:				
Street Address:			Unit:	
City:	Province:		Postal code:	
Over 18 years of age:	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If no; section B must be signed by parent or guardian.</small>	Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female	
Contact Phone:			Other Phone:	
Name of Parent/Guardian (if under 18)				
When we need to contact you for holds or overdues, how do you prefer to be contacted? (Check One)				
<input type="checkbox"/> By Email (fastest)		<input type="checkbox"/> By phone (next day)		
Email Address:				
Would you like to receive information on library programs and services? (Check One)				
<input type="checkbox"/> Yes, by email		<input type="checkbox"/> No		

The person whose signature appears below or his/her parent/guardian is responsible for all materials borrowed.

<b>[A]</b> <i>I agree to:</i>	Pay all fines or fees.	Promptly report loss or theft of books or/and resources of Masjid Bilal Library.
	Abide by the policies of the library.	Notify Masjid Bilal Library any changes of address or contact informations.
<b>Signature:</b>		
<b>[B]</b> I authorize and assume responsibility for anything borrowed by my child		
<b>Signature Parent/Guardian:</b>		

**ONE TIME** REGISTRATION FEE: \$25 (Donation for library maintenance & also tax deductible).  
**\*Donation fee waived for certified donors to Masjid Bilal.**

- Cash**
- Debit**

Payment Record

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

## Masjid Bilal Library Services: Borrowing Guidelines and Fines

### Borrowing Periods

- Library items such as books are generally loaned for a period of 21 days.
- Multimedia items: DVD, CD etc... can be borrowed for a period of 7 days.
- *Limited borrowing items of two only per time.*

### How to Return Items

- Materials taken out from the Masjid library can be returned to the library or at the admin office; provided there's someone from the admin to assist you. Library hours will be posted at the library's door.

### Renewing Items

- Renewal of materials can only be done at the Masjid library once the items are returned, and no reservations or holds are made pertaining to those articles.
- All articles can be renewed only twice per time.

### Fines & Payment of Fines

- Masjid Bilal Library charges fines on overdue materials to encourage users to return items on time. Any fines revenue raised is added to the library's operating budget.
- Fines are charged on late materials (each individual item separately) on a calendar day basis.
- Payment for overdue items can be made at the Masjid's Library or at the admin office, **only during library hours**.
- \* *The fine rates are posted at the Masjid website: [www.masjidalbilal.org](http://www.masjidalbilal.org)*

### Lost or Damaged Items

- In the event of any loss or damage occurring on the Masjid library's materials; the applicant will be fined accordingly to the full amount of the article.  
**For example 1 book = only the fee of that 1 book.**  
**If item lost is one book of a set (volumes); the whole amount of the set has to be reimbursed.**
- The Masjid library does not accept donations of materials *in lieu* of fines or replacement costs.
- Replacement card fee is \$5.00.

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I hereby acknowledge and have understood the contents of this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Administrator Signature: \_\_\_\_\_

Registration ID #: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Depending upon future requirements, Masjid Bilal Library Board reserves the right to make changes to the protocols provided above.*