Norfolk State University
Circulation/Reserve Department
Patron Registration Form

DATE________________________

NAME:_______________________________________________

BARCODE #:__________________________________________

EMAIL ADDRESS:_______________________________________

STATUS (check one)         NON-NSU (check one)______________
____UNDERGRADUATE             ____CONSORTIUM STUDENT
____GRADUATE                    ____CONSORTIUM FACULTY
____FACULTY                      ____SPECIAL GROUPS
____STAFF                        ____PUBLIC SCHOOL TEACHERS
____RETIRED FACULTY              ____COMMUNITY
____ALUMNI

ADDRESS:_______________________________________________

(STUDENTS ONLY: NAME OF DORMITORY, ROOM #, BOOK #) (FACULTY & STAFF: YOUR OFFICE#)

TELEPHONE:_______________________________________________

(TELEPHONE)

ADDRESS:_______________________________________________

(PERMANENT HOME ADDRESS – STREET, CITY, STATE and ZIP CODE)

TELEPHONE:_______________________________________________

(AREA CODE) (PERMANENT TELEPHONE)

PLEASE READ & SIGN:
You are responsible for notifying the library of address change. Books must be returned or renewed on or before due date. Fines are $.10 per book, per day. Herbert A. Marshall Collection books have a 5-day loan period and are renewable. A fine of $.25 per book, per day will be charged for overdue Herbert A. Marshall Collection books. Reserve fines are $1.00 for the 1st hour, and $.50 each additional hour. All books are subject to a recall and must be returned upon notification.

I have read the above library policies and understand them. I agree to comply with them.

SIGNATURE:_______________________________________________DATE:________

REGISTERED BY:_______________________________________DATE:________