



TO: FSUS High School Students
FROM: Ms. Underhill, FSUS Media Specialist
SUBJECT: 2009-10 Strozier Library Privileges for FSUS High School Students
DATE: October 2009

IMPORTANT NOTE: If you already have a yellow Special Borrower's card from last year, you DO NOT need to fill out this form again. Please just continue to use your Special Borrower's card and your Florida High student identification card when you visit Strozier.

Students, please read the attached information with a parent or guardian. Please keep pages 1 and 2 for your records; return page 3 to the FSUS media center.

We are excited to announce that again this year high school students (grades 9 – 12) at Florida State University School (FSUS) are being offered the unique opportunity to borrow library materials from the circulating collections of the University Libraries in accordance with the policies and procedures outlined in this document. We hope each and every high school student will take advantage of this wonderful opportunity.

Please read the following University Libraries' Policies, Procedures, and Guidelines carefully, and complete the application on page 3. **Applications for this privilege are due to the FSUS Library Media Center by 3:00 p.m. on Friday, October 30, 2009.**

University Library Policies

1. FSUS students may borrow materials from the general circulating collections in the Strozier, Goldstein, Music, and Dirac (Science) Libraries.
2. Periodicals and reference materials do not circulate.
3. Books may not be recalled which are on loan to anyone else.
4. FSUS students will not have Interlibrary Loan (ILL) privileges.
5. If a single overdue or fine is unsettled, no additional materials may be checked out to that student.
6. Borrowing privileges will expire three weeks before the end of the FSUS school year.
7. Students will be required to have an FSUS Student ID to check out materials from the University Libraries.

University Library Procedures

1. Students must apply for privileges at the University Libraries by completing the attached application and submitting it to the FSUS Library Media Center before **3:00 p.m. Friday, October 30, 2009**. Applications received after 3:00 p.m. on Friday, October 30, 2009 will not be processed until January 2010.
2. Students will be issued a yellow Special Borrower's card by Strozier Library. Students will show their Florida High student identification card to gain entrance to Strozier Library and then will use their Special Borrower's card and Florida High identification card to check out materials from the library.
3. Students will be charged overdue fines at a rate of 25 cents per day by the University. After three months students will be billed for the cost of the book in addition to the overdue fine.
4. Payment of fines must be made to the University Accounts Receivable Section in the University Center. Accounts over 120 days will incur a collection fee.

Guidelines for FSUS Student Use of Strozier Library

Strozier Library is intended for use by the undergraduate and graduate students at Florida State University. FSUS high school students have been offered a privilege not given to any other high school in Leon County. This privilege may be revoked at any time for misuse of the University Libraries. The following guidelines must be followed:

1. FSUS students should be prepared to do their research before they go. Use the University's online catalog, WebLuis, and the Periodical Indexes to locate the materials you want.
2. FSUS students will treat University library staff with respect and courtesy.
3. FSUS students will show proper respect and care for all library materials.
4. FSUS students will not use the University Libraries as a place to socialize with their friends.
5. Any FSUS student reported as not following these guidelines will have his or her circulation privileges revoked.

How to Apply

If you would like to apply for circulation privileges at Strozier Library, return the signed application form to the FSUS Library Media Center no later than **3:00 p.m. on Friday, October 30, 2009**. Forms turned in after October 30th will not be processed until January 2010 and no privileges will be granted until that time.

Incomplete application forms will not be processed. All applications must be completely and clearly filled out. Please *keep pages 1 and 2 for your records; return page 3 to the FSUS media center.*

If you have any questions, please contact us in the FSUS Library Media Center at (850) 245-3852.

**Florida State University Libraries
Circulation Privileges for FSUS Students**

All applications are due to the FSUS Library Media Center before **3:00 p.m. on Friday, October 30, 2009**. Late applications will not be processed until January 2010.

Incomplete or illegible applications will not be processed. It is the responsibility of the student to ensure that the application is completely and clearly filled out. The University requires students to provide their social security number in order to use Strozier Library. This application will be kept private and locked in the FSUS library media center. **We will not share students' social security numbers with anyone except Strozier Library for this purpose only.**

Student Name _____

SSN _____ Graduation Year _____

Parent/Guardian Name _____

Phone Number _____

Address _____

City _____ Zip Code _____

Statement of Agreement

I have read and agree to comply with the circulation policies of Strozier Library. I understand that any failure to follow these policies will result in my privileges being withdrawn. I further understand that failure to pay for lost or damaged books or any fines may result in my invitation to FSUS being withdrawn.

Student's Signature _____ Date _____

I give my son/daughter permission to use Strozier Library. I agree to the attached policies and understand it is my obligation to pay for any lost or damaged books or any fines incurred by my son/daughter. I further understand that failure to assume this responsibility may result in my son/daughter's invitation to attend FSUS being withdrawn.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

Both signatures are required.