

IBCM Library Loan Agreement

Date: Apr 3rd 2017

This loan agreement is a contract between you (the student) and the International Business College Mitrovica and applies to the borrowing of textbooks and/or course related materials from the IBCM. This agreement sets your obligations and should be read carefully. By signing you agree to the terms and conditions of this agreement. You also agree to allow us to use email to communicate with you for the purposes of administering this agreement.

Attached to this agreement is the list of loanable books for your upcoming semester.

IBCM Library Terms & Conditions

Loaned materials are the property of the IBCM and remain so during the loan period.

Eligibility

- In order to use this service, you must be a regular student of the IBCM with an active IBCM email address.
- Loaned materials will be distributed on the first day of the new academic year, or you may pick them up at the IBCM Student Service Office.

Standard Condition

Loaned books must be returned to the IBCM in 'Standard Condition'. The IBCM 'Standard Condition' for loaned materials will be determined by the college, at our sole discretion, and includes, but is not limited to, the following:

- The book spine must be intact.
- All original pages are intact and all original components are present.
- No water or coffee spills.
- Highlighting and notes should be limited to pencil marks only. It is the student's responsibility to erase any markings before the book is returned.

Your responsibilities

- Loaned books must be returned by the specified loan date. Books not returned by the specified loan return date will be subject to a 50 cent fine, per book, per day, accumulating to a maximum of 10 euros per item.
- Loaned books must be returned meeting the IBCM's 'Standard Condition'. If you return a book not meeting the IBCM's 'Standard Condition', as defined above, you will be liable to pay a fine of 10 euros.
- The IBCM Student Service is not responsible for reminding you of your loan return date. Any and all notifications are a courtesy. You are responsible for complying with the loan return dates. You agree and acknowledge that a loan book returned even one day after the loan return date is considered to be non-returned the daily fine will be applied.
- You are responsible for loss, theft or damage of all loaned materials.

Student

Name: _____

Signature: _____

Student Service

Name: _____

Signature: _____