

**GUEST PATRON REGISTRATION FORM**  
**Alphin-Ellis Learning Library**

**PERSONAL INFORMATION**

**Name (Required)** \_\_\_\_\_

**Telephone (Required)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Address (Required)** \_\_\_\_\_

**Patron Status (Check One)**     **Alumnus**     **Visitor (Community)**     **Visitor (Church)**

Thank you for using the Alphin-Ellis Learning Center located on the campus of Heritage Bible College. It is a wonderful privilege to offer the full use of our library facility and hope that you will be a regular patron of the library.

**CHECK OUT A BOOK:**

The following are a few rules that you must agree to in order to check out a book:

- Books may be checked out for three weeks.
- Overdue books are subject to a \$.10 a day charge (no other books may be checked out until all books are returned).
- Damaged or lost books are subject to a cost of replacement plus \$5.00 processing fee that you must pay before your privileges can be reinstated.
- Do not lend these books to others--they are your responsibility.
- Only three books may be checked out at a time.
- Picture identification is necessary.  
(A copy can be made in the library by a staff member)
- This privilege is good for one year from date of signing.

Our other resources (i.e., tapes, reference books, magazines) can be used while in the library facility; however, these are not for circulation and cannot be checked out.

Please sign below your agreement to abide by the above stated rules and regulations.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_