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# LIBRARY PASSPORT PROGRAM AGREEMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

SSN or G-number \_\_\_\_\_ E-mail \_\_\_\_\_

## **Patron Entitlements and Service Limitations:**

1. Patrons may borrow up to ten items total, each for a period of three weeks. These items may be renewed once, unless recalled. Official recall notices will be sent via e-mail.
2. Materials from other Mason campuses may be requested through the Inter-campus Lending (ICL) Service. This service does not include the Mason Law Library.
3. Library Passport holders do not have privileges with the Mason Law Library, Washington Research Library Consortium (WRLC), or Inter-library Loan (ILL).
4. Library Passport holders do not have remote access to library electronic resources or database subscriptions. These resources are available, however, to the public within the library itself.
5. Services remain valid for one year from the date of purchase.

## **Patron Obligations:**

1. Fees for Library Passport Membership are as follows:
  - Mason alumni – \$50.00 per year
  - Non-affiliated patrons – \$150.00 per year
2. Alumni status must be verified before alumni applications are processed. Valid forms of degree verification include unofficial transcripts, official transcripts, registrar degree verification forms, or diploma copies. [See further information below.] Mason alumni are defined as degree recipients; certificates holders do not qualify for the reduced rate.
3. Patrons are obliged to provide current contact information to the library circulation desk upon account creation, and update this information with each yearly account renewal. Alumni are additionally required to bring degree verification for each yearly account renewal.
4. Checks must be made out to *George Mason University*.
5. Patrons are required to produce some form of picture identification, as well as their Library Passport membership card to borrow items. Membership cards are non-transferable.
6. Patrons are responsible for the payment of any fines or replacement fees for late, damaged or lost items. Fines not recovered within 45 days will be referred to a collection agency, and alumni records will be frozen through the university registrar.
7. Failure to adhere to library policies and procedures may result in termination of this contract.

**I understand and agree to the above terms,**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Here are further details on how to obtain your proof of degree for the Library Passport program.

1. **Official transcripts.** Official transcripts can be ordered through the registrar's office and delivered to your home. For more information, contact the registrar's office at (703) 993-2441, or visit their transcript site at <http://registrar.gmu.edu/students/transcripts/index.html>.
2. **Unofficial transcripts.** Unofficial transcripts can be easily obtained through the Patriotweb self-service system at <https://patriotweb.gmu.edu>. To view or print your unofficial transcript, navigate to *Student Services and Financial Aid, Student Records, Academic Transcript*, and click *Submit*.

If you have not logged into Patriotweb before, do not know your pin, or do not have a G-number, click on *Patriotweb Login Help* or visit <http://www.gmu.edu/PatriotProject/resets/index.html> for first-time login instructions and pin reset options. If you still cannot access Patriotweb, contact the registrar's office for assistance at (703) 993-2441.

3. **Degree Verification.** Degree verifications may be obtained through the registrar's certification and verification office. For more information contact the registrar's office at (703) 993-2448 or visit their verification and certification site at <http://registrar.gmu.edu/students/verifications/index.html>.
4. **Diploma Copies.** Patrons may bring in their actual diploma or copy of their diploma.