



To:

From: Virginia Martin
Circulation Manager

Re: Visiting Scholars

A visiting scholar is defined as someone who will be part of the Rice community for less than one semester and has no direct affiliation with the university. Library policies require that the sponsoring department guarantee the return of any library materials borrowed by visiting scholars before extending borrowing privileges. The privileges available to visiting scholars are:

- 15 books
- four week loan period
- 10 renewals
- fines of \$.25/day/overdue item, and \$1.00/day if item is recalled

By signing below, your department assumes financial responsibility for the materials borrowed. This responsibility includes fines and replacement costs for lost materials.

_____ has requested circulation privileges at Fondren Library. Please indicate your department's acceptance of financial responsibility by signing below. You may also specify an expiration date for these privileges. A copy of this agreement will be returned to you.

_____ (name)

_____ (title)

_____ (date)

Expiration date