

# Ford Library - Borrowers Card Information

## Who should apply for a card?

Members of the general public, and Duke or Fuqua alumni must have a (Gold Card) All Campus Borrowers Card to check books out from Ford Library.

Students, faculty, & staff of UNC-CH, NCCU, or NCSU may check out materials from Duke Libraries (including Ford Library) with a valid, current ID card from their home university. Please email our Collection Services Staff **prior to your visit to Ford Library** to ensure that your ID has been set up in our library system at: [ford-library-circulation@fuqua.duke.edu](mailto:ford-library-circulation@fuqua.duke.edu)

Currently enrolled Duke University students, faculty, and staff **do not** need a special card to borrow books from Ford Library. Books may be checked out using a valid, current Duke ID.

## What kind of borrower's card is available?

The All Campus Borrower's Card (Gold Card) allows the cardholder book check out privileges at all Perkins System Libraries, the Medical Center Library, the Law Library, and the Fuqua School of Business Library.

## How much does a card cost?

### *Fuqua Alumni:*

After 6 months, alumni can arrange to buy an All Campus Borrower's Card for \$100/year. However, if they have made a donation to Fuqua, or a class gift for \$100 or more they are eligible for a free All Campus Borrowers Card (good up to one year after graduation).

### *Duke Alumni, Friends of the Library (Perkins), All Others:*

The All Campus Borrower's Card (Gold Card) is available for a cost of \$100 to all non-Duke affiliated borrowers. Applicants requesting fee waivers or credits based on contributions to Duke University or The Friends of the Library must make these requests and apply for The All Campus Borrowers Card at Perkins Library.

### *Duke-Affiliated Borrowers:*

The All Campus Borrower's Card (Gold Card) is available to Duke-affiliated (immediate family members or significant others) borrowers for a \$5.00 charge pending review of their application.

## How long is the card good for?

1 year from the date of issue. All Borrowers cards must be renewed annually. See above for pricing.

## How do I get a card?

Those interested in obtaining The All Campus Borrower's Card (Gold Card) may complete an application (page 3 of this document).

You may mail your application to:

Collection Services Librarian  
Ford Library  
Fuqua School of Business  
Box 90122, Duke University  
Durham, NC 27708-0122

**Do not enclose payment with your application.** All applications will be reviewed by the Collection Services Librarian during regular business hours. You will be contacted concerning payment if your application is approved. Your application must be approved and a card issued before books may be checked out.

## **What can I do with a card?**

Holders of The All-Campus Borrowers Card may:

- Use all Library resources in house with the exception of research databases which require user passwords.
- Check out up to 5 books within a 28 day loan period. Limit 1 renewal per book.
- Place search or hold requests for any 3 books within a 28 day loan period.

## **Can I use the Library's electronic databases?**

Most of our databases are licensed for academic use only by current students, faculty, and staff of Duke University. However, Borrower's Card holders may use some Library databases while physically present in the Library for personal and strictly non-commercial purposes. Interested Borrower's Card holders should review our Database Terms of Use, and contact a reference librarian concerning access to a specific product **before** visiting the Library.

## **What about overdue fines?**

Books returned after the date due accrue fines of \$1.00 per item, per day. No grace period applies.

If an item is recalled for use by another borrower or closed reserve, it must be returned by the date due or earlier as determined by the Collection Services Librarian. No grace period applies to recalled books and fines begin to accrue on the day following the date due.

## **What happens if a book checked out to me is lost, stolen, or destroyed?**

Borrowers are liable for the full replacement cost of items checked out to them which are lost, stolen, or damaged beyond repair. Failure to pay overdue fines and replacement costs or failure to comply with the Library's circulation policies will result in the suspension or loss of borrowing privileges at the Ford Library.

Cardholders should follow the policies set forth in the Detailed Circulation Policy.

Please call or email the Collection Services Librarian, amy.brennan@duke.edu if you have any other questions at 919.660.7873 between 7:30am and 4:30pm, Monday through Friday.

Updated on: 03/17/09



All Campus Borrowers Card Application

Name (please print): \_\_\_\_\_

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

Home Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Affiliation with Duke University:

Alumni \_\_\_\_\_ National Humanities Center \_\_\_\_\_ Friends of The Library \_\_\_\_\_

Duke Institute for Learning in Retirement \_\_\_\_\_ Spouse / Family Member \_\_\_\_\_

Spouse / Family Member Name: \_\_\_\_\_ (if applicable, see #11)

If your application is accepted, how would you like to receive your card? (Circle one) By Mail | Pickup at Library

I hereby request the privilege of borrowing books and agree to read and abide by the regulations below:

- a) Loans are for 4 weeks/28 days. Renewals will be made only if the books are returned to the Library at which they were checked out.
b) Books must be returned immediately if recalled for the use of Duke students or faculty.
c) No books may be held or reserved for all-campus borrowers.
d) Accumulation of overdue and/or lost book charges will result in suspension or cancellation of borrowing privileges.
e) Borrowers cards are non-transferable.

I, \_\_\_\_\_ (print cardholder or affiliated spouse/family member name) accept financial responsibility for any overdue fines or replacement costs incurred by my use of this card, or by the bearer of this card, and further certify that the information given on this application is accurate.

Borrower Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Affiliated Spouse/Family Member Signature (required if cardholder is affiliated to Duke University by spouse/family member)

\_\_\_\_\_ Date: \_\_\_\_\_

LIBRARY STAFF USE ONLY

a) Card Issue Date: \_\_\_\_\_ Card Mailed / Picked Up Date: \_\_\_\_\_
b) Card Valid Until: \_\_\_\_\_ Reason Card Not Issued: \_\_\_\_\_

Fee Paid: (circle) \$5 -- \$25 -- \$35 -- \$75 -- \$100 Received By (print): \_\_\_\_\_