

Dorset College Library



LIBRARY CLEARANCE FORM

To All Graduating Students:

You are responsible for ensuring that all library books have been returned and all fines paid before withdrawal or graduation from all Dorset College Programs. This form must be completed and signed by the College Librarian to indicate that your library account is clear of outstanding items or fines and submitted to the College Registrar. If the library account is not cleared due to pending fees and/or library materials a copy of the library borrowing form signed by the Librarian will also be forwarded to the College Registrar.

This form serves to inform that the student indicated below has outstanding fees to be charged from his/her student account for the overdue/lost/damaged library materials for the current semester. Late fees (\$1/day to a maximum of \$10 per item) are charged on an overdue library material for every day that the item is overdue. Failure to return an overdue item, and/or unpaid fines of \$10 maximum will result in the deduction of the fine and the actual cost of the book from the student's account balance for that semester.

STUDENT NAME			
STUDENT ID			
LIBRARY ACCOUNT STATUS	<input type="checkbox"/> CLEAR	<input type="checkbox"/> OUTSTANDING ITEMS	<input type="checkbox"/> LOST ITEMS

CHECKOUT DATE	ITEM TITLE	LCCN #	DUE DATE	DAYS OVER-DUE	FEE TYPE (FINE / REPLACEMENT)
___/___/___			___/___/___		
___/___/___			___/___/___		
___/___/___			___/___/___		
___/___/___			___/___/___		
___/___/___			___/___/___		
___/___/___			___/___/___		

TOTAL FINE FEES		SIGNED BY LIBRARIAN	
TOTAL REPLACEMENT FEES		SIGNED BY REGISTRAR	
TOTAL FEES TO BE CHARGED		DATE (DD/MM/YYYY)	___/___/___