



# LIBRARY CLEARANCE FORM

TO BE SUBMITTED TO THE COLLEGE LIBRARIAN FOR APPROVAL

## 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 INFORMATION		
Student's First Name	Student's Last Name	Student's ID Number
LIBRARY ACCOUNT STATUS		
CLEAR	OUTSTANDING ITEMS	LOST ITEMS

CHECKOUT DATE (DD/MM/YYYY)	ITEM TITLE	LCCN #	DUE DATE (DD/MM/YYYY)	DAYS O/D	FEE TYPE (FINE/ REPLACEMENT)
_/_/_			_/_/_		
_/_/_			_/_/_		
_/_/_			_/_/_		
_/_/_			_/_/_		
_/_/_			_/_/_		
_/_/_			_/_/_		

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