



A Guide to Services of Alabama A&M University Library for Community Users

Welcome to Alabama A&M University!

Within the policies of Library Services, Alumni, area School teachers may visit the J.F. Drake Memorial Library and check out a limited number of materials. This guide provides the policies and procedures for individuals who desire to utilize our services, facilities and materials. Most importantly, thank you for using the J.F. Drake Memorial Library.

Introduction

J.F. Drake Memorial Library welcomes the use of the library by community members. We believe that educators will find many valuable information sources in our collections, ranging from scholarly journal articles on the latest educational theories to the very practical and popular classroom activity books. While our philosophy is one of sharing, the limitations of our materials and demands of classes, require that some restrictions be placed on items that can be checked out. Regardless of whether or not an item is designated as circulating, all of our resources may be utilized within J.F. Drake Memorial Library.

Checking Out Library Materials

A community patron card (Courtesy Card) is offered to users that desire to check out materials. Cost of a community patron card is \$50.00 for an entire academic year.

A loan period of thirty (30) days (for items that circulate) is granted to give community users and teachers the ability to use library materials outside of Drake Library.

Community users must abide the prior established circulation policy of Drake Library. A valid Alabama Drivers license must be presented when requesting this service. Photocopy machines are available at a cost of \$.10 per page for duplication of items that do not circulate.



ALABAMA A&M UNIVERSITY

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Alabama A&M University
J.F. Drake Memorial Library

Application for Courtesy Card
Please print

Name_____Date_____

Address_____Telephone_____

City_____School_____

E-Mail address_____

I agree, to the conditions, policies, and procedures established in the J.F. Drake Memorial Library Circulation Policy and Community Users Policy. I understand that a Community user fee of \$50.00 is required as a deposit to ensure that all library materials are returned and undamaged. I agree to pay for all lost and damaged materials that are inclusive of books, DVD and video cassettes in accordance with the lost and damaged materials policy of the J.F. Drake Memorial Library.

Signature

Access Services Manager