

LMS LMC CARD APPLICATION FORM

1. **Check one box only:** (An untruthful or incomplete response will invalidate this form.)

- I am a new student requesting my **first** LMC card. Fill out items 1-9 on this form and bring it to the LMC. In 1-3 school days, your advisory teacher will deliver your card.
- I am requesting a **replacement** LMC card. Fill out items 1-9 and bring this form, along with 75 cents, to the LMC. In 1-3 school days, your advisory teacher will deliver your card.
- I already have a card but wish to have a **Video/DVD permission sticker placed on it**. Fill out items 1-2 & 8-9 and bring this form, along with your card, to the LMC for *immediate* attention.

2. **FIRST NAME:** _____ **LAST NAME:** _____

3. **STREET ADDRESS** _____

4. **ID#:** _____

5. **GRADE LEVEL:** _____ **PHONE NUMBER :** _____

6. **ADVISORY TEACHER'S NAME:** _____

If this ever changes, notify Mrs. Touzeau immediately.

7. **I understand** the "LMS LMC Policies and Essential Information" and the video/DVD information (in the box below). **You are expected to abide by these policies.**

VIDEO/DVD LENDING PROCEDURES: Upon presentation of a properly coded LMC ID card, a student may borrow videos from our collection at the rate of one (1) per school day. The video is due to be returned by 1:00 PM the *next school day* (i.e., on *Monday* if it is borrowed on a Friday) so that other students have an opportunity to borrow it. Videos are not lent over 3- or 4-day holiday weekends or over week-long school vacations. Each video is to be returned fully rewound in the protective case provided. The case will close properly only if the "*flap-end*" of the videocassette is placed pointing toward the *center-spine* of the case.

OVERDUE PENALTIES FOR VIDEOS/DVDs: Overdue fines for videos are charged at the rate of \$.50 per school day. Any student who withholds a video over a 3- or 4-day holiday weekend or a week-long vacation, or who accumulates the maximum \$5.00 overdue fine on one video, will not be permitted to borrow additional videos. A lost or damaged video, or one not returned within 30 days, will be replaced, this expense to be paid (along with any overdue fines) by the student and his/her parent(s).

VIDEO/DVD RATINGS: The majority of our educational nonfiction videos/DVDs are unrated. Other popular videos/DVDs are rated G, PG, and PG-13. **The LMS LMC possesses no R-rated videos/DVDs.** Parental permission is required before a student may borrow any video/DVD from the LMC.

8. **SIGNATURE OF STUDENT:** _____

By signing your name on this line, you signify that you have read everything referred to in #7, and that you agree to abide by all LMC policies explained in what you have read.

●●● Please have your parent or guardian fill out #9 ●●●

Please note if your child has an outstanding fine due to a lost, damaged or overdue book from any prior West Orange school, they will not be provided with a library card until that fine is paid, or the item has been returned.

9. **SIGNATURE OF PARENT/GUARDIAN:** _____

- *By signing your name on this line, you signify that you have read everything referred to in #7 and agree that you will help your child abide by all LMC policies.*
- *Indicate (below) which videos/DVDs your child has your permission to borrow. **CHECK ONLY ONE.** (If more than 1 box is checked, the most restrictive will be applied.)*

- NO VIDEOS/DVDs** at all - students will receive an **R** Sticker on the back of their cards
- Videos/DVDs rated G** only Sticker - **G**
- Videos/DVDs rated G and PG** only Sticker - **PG**
- Videos/DVDs rated G, PG, and PG-13** Sticker - **PG-13**