

# Big Bend Community College Departmental Borrowing Agreement

For any BBCC Dept. including: Bonaudi Library, TRiO, Student Success Center, Workforce Education Services, Opportunity Center

Please PRINT the following information (in ink):

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

BBCC ID # \_\_\_\_\_ Driver's License # \_\_\_\_\_

**REQUIRED FOR NON-BBCC USERS ONLY**

Date of Birth     /     /     Local Mailing Address \_\_\_\_\_  
MM / DD / YYYY

City, Zip Code (if not Moses Lake) \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ Email \_\_\_\_\_

**SORRY, AN EMAIL ADDRESS IS REQUIRED FOR EVERYONE**

Permanent Mailing Address \_\_\_\_\_

**REQUIRED FOR STUDENTS LIVING IN THE BBCC DORMS OR AT JOB CORPS**

City, State, Zip Code (if not Moses Lake) \_\_\_\_\_

**USER  
TYPE**

BBCC Student

BBCC Instructor

BBCC Staff

BBCC Student: TRiO-SSS

TRiO Upward Bound

Community User

JATP (Japanese Ag. Training Program)

Other College: \_\_\_\_\_

When I check out items from any Big Bend Community College Department (e.g. Bonaudi Library, TRiO, Student Success Center, Workforce Education Services, Opportunity Center, etc.) I understand and agree I am responsible for:

- return on the due date or payment of fines and/or fees applied for late return
- for items returned damaged, the cost of the item or its repair, as determined by the college, plus processing and overdue fees if any
- for items not returned, the cost of the item, as determined by the college, plus processing and overdue fees if any

An overdue item or unpaid fines and fees may result in a hold on registration, grades, and transcripts for students and in the suspension or permanent removal of borrowing privileges for any user.

I also understand and agree that if an item is not returned, payment is not received, or arrangements made for payment with the college's Business Office **within 30 days after the due date for the item's return** the college may turn my account over to an outside agency for collection. That agency will add additional charges up to fifty percent (50%) to the balance of my account and my credit rating may also be impacted.

**Note:** Once an account is turned over for collection the college cannot accept payment nor can the items be returned to clear your account. You must work directly with the collection agency.

**I certify that I am at least 18 years of age and that I have read, understand, and agree with the terms and conditions of this contract.** [Running Start students under 18 must have a parent/guardian signature.]

\_\_\_\_\_  
Patron or Parent/Guardian Signature if under 18

Today's date:     /     /      
MM / DD / YYYY

Parent/Guardian please PRINT your name here: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN IT TO THE BONAUDI LIBRARY**