

## Affiliate Borrower Guidelines ~ Community Contract

1. Your library card, issued by Hurst Library at the time of opening your Affiliate Borrower Account, must be presented when borrowing books. No other form of ID will be accepted.
2. The length and cost of membership varies depending on the type of affiliation:
  - a. Community Borrowers: account valid for one (1) year, cost - \$40/year.
  - b. PSAIL members, NAPCU schools, and Fuller Seminary students: account valid for one (1) term (semester, trimester, or quarter) and renewable until no longer attending the institution with a valid current student ID, free of charge.
  - c. Pastors, Missionaries, and Northwest University Alumni: account valid for two (2) years with unlimited account renewability, free of charge.
3. Fees and Fines:
  - a. A late fee of \$0.25 per day per item will be assessed for any items overdue.
  - b. Items will be declared lost at thirty (30) days overdue, at which time you will receive an invoice for the fine. You will be charged for the lost item in addition to the late fees already accrued.
  - c. All notices regarding overdue items or fines must be responded to promptly. Failure to do so will result in the loss of borrowing privileges. You are responsible for all due dates, whether you receive notices or not.
  - d. All fines and fees can be paid in the library (in cash or check form only) or a check may be sent to the address below. Please make checks out to "Northwest University."
4. Using our Resources:
  - a. All Affiliate Borrowers may borrow a maximum of 10 items at a time.
  - b. You may renew your items as long as no one else has requested them. To do so, talk with a Circulation staff member at the Circulation Desk, on the phone, via email, or log in to My Account on the library website.
  - c. Affiliate borrowers are able to check out materials from the General, Children's, PRC, Perkins, Software, Audio, and Video collections. For questions regarding the length of loan, please see a library staff member.
  - d. Our Pentecostal, Curriculum and Reference collections are for in-library use only.
  - e. Affiliate Borrowers may have on-site access to our computers. To be logged onto a computer, please see a staff member at the Circulation Desk. Our databases and online resources are for in-library use only remote access is not available.
  - f. Affiliate Borrowers may not use the computers in the Computer Lab (HC-214).
  - g. If you wish to borrow materials that we do not have, please use your local Public Library's Interlibrary Loan program.
5. Printing and copying services are available in the library. For costs, please see a staff member.
6. Immediately notify us of any change of address or phone number.
7. Our library hours vary throughout the year. Check our website or pick up a handout at the Circulation Desk to confirm our current hours of operation.
8. For your convenience, there is a library book drop located outside the front doors of the library.
9. Please call the Circulation Staff at 425-889-5266 if you have any questions or need any further information.

We look forward to being of service to you!

~ Hurst Library Staff

### Contact Information:

Hurst Library – Northwest University

PO Box 579, Kirkland, WA 98083-0579

(425) 889- 5266

[library@northwestu.edu](mailto:library@northwestu.edu)