

American Academy McAllister Institute of Funeral Service
Library Book/Holding Withdrawal Form

Name of Student: _____

Student ID #: _____

Student's Advisor's Name: _____

Name of Book/Holding - Call Number/s:

- | | | | |
|----|-------|--------|-------|
| 1. | _____ | Call # | _____ |
| 2. | _____ | Call # | _____ |
| 3. | _____ | Call # | _____ |
| 4. | _____ | Call # | _____ |

Students Mailing Address:

Line 1: _____

Line 2: _____

City: _____ State: _____ Zip: _____

Student's Contact Phone Number: _____

Student's Email: _____

The Student/Credit Card Holder Agrees to ALL Policies and Procedures of the AAMI Library, including assuming all charges that may apply.

- Students are required to leave a credit card on file in the event any books/holdings are not returned in a timely manner, lost, or destroyed. A credit card hold will apply.
- Books/Holdings may be checked out for a period of 30 monthly days.
 - Books/Holdings that are not returned within 45 days, a late fee of \$ 5.00 will be charged per book/holding.

- Books/Holdings that are not returned within 60 days, \$ 75.00 will be charged per book/holding to the student's credit card on file to cover the cost of the book/holding.
- The school is not responsible for lost or damaged books/holdings.
 - The cost of replacing the book/holding is the student's responsibility.
- Books/Holdings deemed able to leave the library will be shipped to the student at the student's expense.
- Students assume all shipping costs and must pay shipping costs by credit card.
 - The cost to ship a book/holding is currently \$12.00 per book.
 - Students are required to ship books/holdings back to the library at their own expense.

Credit Card Payment Information:

Card Type: _____ (Visa, Master Card, Discover – No American Express)

Card Number: _____ **CRD#** _____ (3 or 4 Digit Code)

Card Holder Name: _____

Billing Address:

Line 1: _____

Line 2: _____

City: _____ **State:** _____ **Zip:** _____

Agreed to This Date: _____

Signature of Card Holder: X _____

This form should be submitted directly to the Library in person, or via email;
Library@aami.edu