

Updated July '22

Borrowing Privileges Application Form Bishop Payne Library

The Bishop Payne Library may extend borrowing privileges to ordained clergy serving in the local Washington, D.C. metro area. This form is for new applicants for local clergy borrowing privileges. This program is supplemental to BPL's primary mission resourcing VTS students, faculty, and staff, and may be offered as a professional courtesy. The local clergy borrowing policies are printed on the reverse side.

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Church Name/Location: _____

Position/Title at Church: _____

Church Phone: _____

Church Email: _____

Are you currently a student anywhere? Y / N If yes, where? _____

How does BPL meet your research needs?

By signing this form, you are verifying that you are an ordained clergy person in your tradition requesting borrowing privileges from the Bishop Payne Library. You also indicate that you have read and will follow the policies printed on the reverse side of this form.

Signature: _____

For Staff Use:

App Received Date:	App Approval / Denial:
Staffer:	User Services / Head Librarian Initials:

Bishop Payne Library Clergy Borrowing Policies

These privileges are contingent upon the approval of the borrowing application.

- Local Clergy may borrow up to 5 books at a time, for a 4-week loan period. Borrowers may renew books one time, provided no one else has requested the book.
- Any book may be recalled if requested by a member of the VTS Community. At that point, the book will become due 5 days from the recall notice.
- Overdue fees are 25 cents per day.
- Lost books are charged a fee to replace the item in addition to a labor charge.
- Library conference rooms and carrels are for the exclusive use of VTS students, faculty, and staff and are not available for other borrowers. Please use the study tables/desks in the public areas of the library.
- At times, the library may need to limit access to the building and/or borrowing to members of the VTS Community (e.g., during a severe COVID wave or other unforeseen future circumstances). Clergy borrowing/access may temporarily be suspended in these cases.
- These borrowing privileges are a courtesy and not a right; they may be revoked or altered at any time.