

## EDUCATIONAL INSTITUTION USER REGISTRATION FORM

<b>Institution:</b>
<b>Authorized Institution Representative:</b>

<b>Institution Address</b>	
<b>Street Address:</b>	
<b>City:</b>	<b>Postal code:</b>
<b>Province:</b>	<b>Country:</b>

<b>Mailing Address (if different from Institution Address)</b>	
<b>Street Address:</b>	
<b>City:</b>	<b>Postal code:</b>
<b>Province:</b>	<b>Country:</b>

<b>Phone Number:</b>	<b>Other:</b>
<b>Fax:</b>	
<b>Email:</b>	

**I am aware and agree with the attached Spanish Resource Centre policies. My institution assumes responsibility for the materials borrowed by the Educational Institution Users listed in the table attached.**

- I will notify the Spanish Resource Centre of any change of address, phone number, or email.
- I understand that I will supervise the use of the User card and associated personal identification number.
- I understand that overdue fines are \$3.00 per day per kit, and \$0.50 per day for other items.
- I understand that I am responsible for ensuring that all names listed in the table attached follow the policies established by the Spanish Resource Centre.
- I understand that the replacement costs will be charged for any lost, damaged, or unreturned materials. This will include a \$50.00 processing fee, plus any overdue fines that have accumulated. These charges may be increased to reflect the real value of the replacement of the lost items.
- I understand that one educational institution membership has a limit of 25 users.

**I understand and accept these terms.**

<b>Date:</b>	<b>Signature:</b>
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Please submit this form either by fax or mail to The Languages Centre at Woodcroft, ATTN: SRC Librarian

## EDUCATIONAL INSTITUTION USERS REGISTRATION FORM

<b>Institution:</b>		
	<b>Name</b>	<b>Email Address</b>
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<b>Date:</b>	<b>Signature of Institution Representative:</b>
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