



R.A. Williams Library  
Reserve Overnight Checkout  
User Responsibility

**Overnight Reserve Policy**

Materials on reserve may be taken out of the building 1 hour before closing and need to be returned 1 hour after opening. Failure to return the materials at their appointed time will result in a late fee of \$24.00 a day.

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I \_\_\_\_\_ agree to return the reserve library material the next business day and no later than 1 hour after opening. Should I fail to do so, I will be charged \$24.00 for every day that the material is not returned to the library.

Any disputes to the above charges can only be resolved by the circulation coordinator or library director.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date