

UNT | DALLAS

School of Education

School of Education (SOE) Resource Policy Checkout Agreement

All resources/books/property of UNTD SOE, loaned to students, must be returned in good condition. If damages occur, the student will pay the appropriate fine and fees. It is the student's responsibility to take excellent care of the SOE resources and return on-time. Only the person listed on this form, checking out the resources, should use loaned items.

1. How to checkout?

- Resources can be checked out from the Teacher Certification and Accountability Officer (TCAO), Mrs. Sheetal Kumar at sheetal.kumar@undallas.edu or 792-338-1346 (O).
- Go to DAL1 Building, Room 201Q Monday-Friday between the times of 8:00 - 11:00 am and 1:00-3:00 pm.
- Pay the deposit of \$20 and complete this form.

2. How long the books can be checked out?

- Students can check out resources for two days and must return them on/by the third day.

3. How much is the deposit and how it will be refunded?

- In order to check out the book, pay \$20 (cash only) to the TCAO.
- The deposit (cash) will be refunded back once the book is returned in good condition within three days. If the book is returned after three days, then deposit will be refunded in the form of a check sent from the University North Texas System to the address on file in EIS.

4. What are the fines and charges?

- Fines will continue to accumulate daily on all overdue items until the item is renewed, returned, reaches a maximum fine, or is declared lost by either the borrower or the SOE.
- If an overdue item is successfully renewed, borrowers are responsible for the payment of any fines that accumulate while the item is overdue.
- Borrowers are responsible for the replacement cost of SOE materials that are declared lost. The SOE will not accept replacement of the actual item.
- The SOE cannot accept the return or provide refunds for lost material if they are found after payment of replacement charges has been made.
- Borrowing privileges will be suspended for students with fines and fees totaling \$20 or more.
- An advisor hold will be placed if student is unable to return book or for unpaid fines.

Reasons for Accruing Fines and Fees	Fines and Fees Charged
Overdue Books	\$2.00 per day
Items returned with un-removable marks/post-it notes	\$5.00 per item
Items returned after 20 days	\$10.00 per item & daily fine
Items not returned or renewed after 20 days	Cost of the item

Updated on 02/19/20

By signing below, I acknowledge that I agree & will adhere to the policies on the Checkout Agreement form.

Printed Name: _____ **Email Address:** _____

UNT ID: _____ **TEA ID:** _____ **Phone:** _____

Name of the book: _____

Date of Checkout: _____ **Due Date:** _____

Student's Signature: _____

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For SOE Office use only –

Date returned:	Damage or lost:
Fine assessed:	Signature: