

HPU Libraries - Community Card Policy

The University Libraries are not open to the general public. However, Hawaii State Residents or HPU Alumni may obtain a Community Card. **Proof of Hawaii State residency is required.**

Community Card Fee

The annual fee is \$160.00 per calendar year. Fees are not pro-rated. Cards are non-transferable and non-refundable.

Community Card Privileges

1. On-site use of the library collections. Users are expected to follow the University Libraries Conduct Policy.
2. Borrowing of one book at a time for a single check-out period of 28 days (excluding books from the Popular Reading Collection and Reserves).
 - a. Community Card must be accompanied by valid picture identification (i.e., current Hawaii State driver's license, current Hawaii State identification, current passport).
 - b. Lost Replacement Cost charges apply for non-returned material.

A Community Card **does not** include: use of computer equipment, online services, interlibrary loan services, computer database search services, borrowing of books from the Popular Reading Collection, Reserves, or use of Study Rooms.

HPU Alumni Privileges

An HPU Alumni is defined as a person who has graduated from an HPU program.

1. All HPU Alumni who make a minimum tax-deductible donation of \$100.00/year to HPU will be granted a free community card for the corresponding calendar year.
2. Community Cards must be picked up in person at Meader Library's Access Services Desk.
3. All of the above Community Card privileges and restrictions apply.

The HPU Libraries reserve the right to not issue cards, and the right to recall a Community Card.

Community Card Registration Form

Complete the required information. Incomplete forms will not be processed.

Name (Last, First): _____

Address: _____

City: _____ State: HI Zip Code: _____

Telephone
Home: _____ Work: _____ Mobile: _____

(Required) E-mail address: _____

I have read the Community Card Policy and agree to follow the policies contained within.

Signature: _____ Date: _____

To be Filled out by Access Services Staff

_____	_____
<i>Proof of address/residency verified by – print legibly</i>	<i>Date</i>

Rev: K Kingsbury
8/20/2011
S. Nakamura
6/23/18

Community Card Barcode: _____