Southeastern Louisiana University
Sims Memorial Library
Circulation Department

Sims Memorial Library offers borrowing privileges to students in the International Baccalaureate Programme at Hammond High School. The completed form should be brought to the Sims Library Circulation Desk together with a photo ID as proof of identification. Each borrower is responsible for the materials charged to his/her card. The loan period for regular collection books is three (3) weeks for up to 10 items. All library materials must be returned by the due date. The borrower’s library card (below) must be presented in order to charge or renew library items.

**Student**
I commit to abide by the policies of the Sims Memorial Library, including returning books by their due dates.

Student name (print) ___________________________ Grade __________________
Student signature ___________________________ Date __________________

**High School**
We attest that the students in the International Baccalaureate (IB) Programme need to borrow materials from Sims Memorial Library for class assignments. We expect the student to abide by the Library’s policies and return books on time to avoid an overdue fine.

Teacher name (print) ___________________________ Grade __________________
Teacher signature ___________________________ Grade __________________

**Parent/Guardian**
As the student’s parent or legal guardian, I accept financial responsibility for any loss, damage, or overdue fees resulting from the student’s use of Sims Memorial Library materials.

Parent/Guardian (print) ___________________________ Grade __________________
Address: _______________________________________
Phone Number: ________________________________
Email: __________________________________________
Parent/Guardian signature ________________________________

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BORROWER’S CARD
HAMMOND HIGH SCHOOL
INTERNATIONAL BACCALAUREATE (IB) PROGRAMME

Signature: ______________________________________

PRESENT THIS CARD AND PHOTO ID EACH TIME YOU BORROW MATERIAL(S).
YOU ARE RESPONSIBLE FOR MATERIAL(S) BORROWED ON THIS CARD.

SIMS MEMORIAL LIBRARY