

Trinity Dissertation Loan Slip

Violation of the following will result in fines, loss of degree, or dismissal from school.

Rules and Regulations

1. Students may keep the dissertation(s) for up to four (4) weeks at a time. The student shall return the dissertation(s), in safe packaging, in the form and condition in which the dissertation(s) was presented to them.
2. No marks should be in any way put upon the dissertation(s) itself.
3. Unless otherwise noted, the student is able to copy any parts of the dissertation(s) at his/her own copying expense. Special care should be taken, however, not to break the binding of the dissertation(s), but to take care to preserve the Trinity library of dissertations with care.
4. The student borrowing the dissertation(s) shall respect any Copyright arrangements or indication, as marked in the dissertation(s) by its writer. The student who is borrowing the dissertation(s) should take special care to search in the front of the dissertation(s) for any such Copyright statements. If the dissertation(s) has a Copyright insignia in any of its pages, the student shall abide by the stipulations therein.
5. An extension for this loan can be requested in writing no later than 10 days before the Due Date, as indicated.
6. U.S. Students may loan up to two (2) dissertations and International Students may loan one dissertation from the Trinity library during any four (4) week period.
7. The cost for each event of loaning is \$10.00 (as stated already, the student may elect to borrow up to two (2) dissertations in one loaning event), plus postage.
8. Return the dissertation(s) by the Due Date indicated to the following address:

Trinity College of the Bible and Theological Seminary
Attn: Carla Miller/Dissertation Loan
4233 Medwel Drive
Newburgh, IN 47630
9. The student will be charged \$5.00 a day, beginning from the end of the Due Date, for each dissertation not returned before the Due Date.

I understand the rules and regulations stated above and agree to abide by them.

Signature _____ *Date* _____

To be completed by a Trinity employee:

Due Date _____

Please fill out the following.

| | |
|-------------------------------|---------------------------|
| Your Full Name: | Student ID number: |
| Street Address: | State/Zip Code: |
| Home Telephone Number: | Email Address: |

1st Dissertation Title:

Author:

2nd Dissertation Title:

Author:

PAYMENT

Please check the Payment Method you wish to use and fill-in the Amount being paid.

Loan Fee: \$10.00

Shipping Fee: \$_____

Loaned Dissertation Shipped within the U.S. \$ 12.00 (**per dissertation**)

Loaned Dissertation Shipped to Canada/Mexico \$ 25.00 (**per dissertation**)

Loaned Dissertation Shipped Overseas \$ 35.00 (**per dissertation**)

Check in the amount of \$_____

Money Order in the amount of \$_____

Credit Card. *I authorize Trinity College of the Bible & Theological Seminary to charge my credit card \$_____*

Visa MasterCard Discover American Express

Card #:

Name on Card: _____ Expiration Date: _____

Signature: _____