

MIT Anime Library Card Application

While showings, events, and library office hours are open to all current MIT students and staff, library cardholders gain the additional privilege of checking out items from our extensive anime and manga library for home viewing.

Library card holders may check out up to 30 items at a time, in the following amounts:
6 DVDs • 6 books or volumes of manga • 6 fansub discs • 6 audio CDs • 6 VHS tapes
All items are due back to the library in one month but may be renewed for one month more.

Information

Name _____

Email _____

Address (On-campus, if applicable)

MIT Affiliation

- Undergraduate
- Graduate Student
- Faculty/Staff
- Alumni
- Not an MIT Affiliate

Library Access Plan

Library access is purchased term by term and may be continuously renewed.
A one-time deposit of \$10 is required and will be refunded upon the card's expiration.
Additionally, all freshmen and first-year graduate students receive **one term free**.

I want library access for:

(\$5/term) x _____ terms

\$ _____

Library Deposit (returned upon card expiration)

+ \$10

I already have a deposit on file. Deduct \$10.

I am a freshman or first-year graduate student. Deduct \$5.

Total: \$ _____

Library Card Image

Your library card can have a picture of you or your favorite anime character

No picture is fine

Random MIT-related character

_____ from the anime/manga series _____.

I will e-mail the image later to anime-memberships@mit.edu.

Renewal; same picture as last time.

By completing this form, I certify that I have read and agree to the MIT Anime library rules as listed on the back of this document.

For MIT Anime office use only

Officer name _____

Date _____

Collected \$ _____

Temporary card issued

Entered in database

Library card made

Card sent or picked up

Comments/restrictions:

Library Checkout Policies

- Checkouts are limited to club members with current library cards (to be presented upon checkout) and a refundable security deposit on file.
- Members may check out up to: 6 DVDs, 6 books or volumes of manga, 6 fansub discs, 6 audio CDs, and 6 VHS tapes, for at most thirty items out at any given time.
- Items may be returned during office hours, at any showing or event, and in the item return box outside of our library in W20-439. Because the item return box is available during off-hours, items will be expected to be returned on time regardless of whether the library is open.
- Items are due back in one month, but may be renewed by e-mail to anime-library@mit.edu or in person at a library, showing, or event, for up to 2 months. You may turn them in early if you wish in order to check out new material. You will not be allowed to check out additional items if you have overdue items checked out.
- Overdue fines are fifty cents (\$0.50) per day per item, for up to the MSRP replacement cost of the title.
- If you lose, break, scratch, demagnetize, or otherwise render a title uncirculatable, you will be held responsible for the MSRP replacement cost of the title. This cost may be circumvented by providing an actual replacement copy of the item.

How to request items for checkout

Requests are not necessary if you come to office hours (listed on our website) to check items out. However, if you would like to either pick up items at a showing, please fill out the online library request form at our website or send an e-mail to anime-library@mit.edu.

- **For pick ups at showings**, items will be handed out during intermissions; you must be present to claim them. Please put in your request by e-mail or form ahead of time (no later than noon on the day of the showing), or in writing at the previous week's showing.
- Use the item ID numbers in your request (titles are optional), and please do not request items that don't appear on the lists.
- Request items in priority order, and we will best to give you the highest-ranking titles that do not conflict with other people's requests. You may wish to request more items than you expect to get in order to maximize the number of requests we can fulfill for you. If you wish to check out fewer items than the checkout limit (6 items per item type for up to 30 items), please specify this in your e-mail or form entry.