

U.S. Embassy Hanoi  
Public Affairs Section  
American Center

## **LENDING POLICY**

*As of June 2010*

### **American Center's Goals:**

Our goal in circulating our fiction collection is to maximize the use and enjoyment of our fiction collection and further engage our patrons to read English language books and discover American authors.

### **What is required:**

Fill out a brief form and provide a copy of identification card and a copy of student card (Bring original ones).

**Who may borrow:** Hanoi residents and students (Minimum 14 years of age)

**Lending Time Frame:** Individuals may borrow two fiction titles at a time, for a period of 10 weekdays.

**Renewals:** One week renewal is permitted, providing there is no hold on the book by another patron. Books must be renewed by filling out the [online form](http://www.creator.zoho.com/pashanoi/form/148):  
<http://www.creator.zoho.com/pashanoi/form/148>

**Overdue fines:** Any patron who is found late in returning borrowed materials will be blocked from borrowing any library materials for one month.

**Lost books:** Any patron who has lost borrowed materials is blocked from using any library service for the period of one calendar year.

**\*\*Please Note: Loss or mistreatment of American Center books may result in the permanent revocation of book borrowing privileges. \*\***

The American Center, Public Affairs Section, U.S. Embassy  
Circulation Service – Registration Form

Please fill in the form below to use the circulation service at the American Center:

**Full name:** .....

**ID card number:** .....  
(CMND)

**Date of Issue:** ..... **Place of Issue:** .....

**Title:** Staff  Student  Lecturers/teachers  Vietnamese Officials

(Academic year: From ..... to .....)

**Office/University:** .....

**Department:** .....

**Home phone:** .....

**Cell phone:** .....

**Home Address** .....

**Email Address** .....

**Term of service:**

**Lending Time Frame:** Individuals may borrow two fiction titles at a time, for a period of 10 calendar days.

**Renewals:** One week renewal is permitted, providing there is no hold on the book by another patron. Books must be renewed by filling out the [online form](http://www.creator.zoho.com/pashanoi/form/148):

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**Overdue fines:** Any patron who is found late in returning borrowed materials is blocked from borrowing any library materials for one month.

**Lost books:** Any patron who lost borrowed materials is blocked from using any library service for the period of one calendar year.

I agree with the term of service

**Date:**

**Signature**

**Staff Note:**

- ID card
- Student card
- Other: