

# Student Actuaries at Michigan (SAM)

## Guideline for SAM Library



◆ Please read thoroughly before signing up.

### Instructions and Honor Code

1) All sign-ups/take outs/returns will be done in Professor Natarajan's office, **2855 EH**.

2) You may sign up for only **ONE** slot at a time and **AT MOST A WEEK IN ADVANCE**.

Signing up any other way will nullify your request for the reservation.

All **book checkouts will run for two weeks** starting Tuesday and ending the Tuesday after the next. If you checkout a book any other day, you will have to return it on Tuesday regardless.

3) Please follow the sign-up procedure below to minimize confusion:

a. To take a book out, fill in the sign-up sheet with your details as well as the checkout date

b. Upon returning, remember to fill in the Returned Date column.

You may be held accountable for a lost book if your Returned Date column is not filled upon your return.

4) These are the following times professor will be in his office for you to place a reserve, pick up, or return a book.

**NOTE: Every cycle ends and starts on Tuesday. All books must be back in his office on that Tuesday.**

**Tuesday: 10-1 PM**

**Wednesday: 9-12 PM**

**Thursday: 10-1 PM**

5) No renewals are allowed until the Tuesday you return the borrowed book and nobody has signed up for the cycle after you.

6) Do not damage, write on, or lose the books. Return the books on time.

You will be responsible for any damages or losses.

We hope you adhere to the aforementioned rules for the convenience of everyone else. Do not hesitate to contact the SAM Board Members at [samboardum@umich.edu](mailto:samboardum@umich.edu) shall you have any questions or concerns.

**If you agree to all of the above, please sign up on the next sheet.**

Happy Studying & All the Best! ☺