

MATERIALS LOAN AGREEMENT

NE Prevention Resource Center
Human Service Agency
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We are pleased to loan you materials from our resource library, and hope that you find the materials useful in your prevention efforts. Items from the NEPRC can be reserved by email, telephone or in person by appointment. Because of the requests we receive for audiovisual materials, it is advisable to request these by title at least two-three weeks before item is needed. Any request made later would depend on the availability of the item(s) to be loaned.

Patrons wishing to borrow materials must have a signed *Material's Loan Agreement* on file prior to borrowing any items.

In order to ensure that we maintain a comprehensive collection of materials for use by many people, we'd like to request that you:

- ◆ Return the materials by the requested due date. Curricula, books and audio/visual materials are loaned for three weeks. These times do include shipping time. Loan privileges may be revoked to any patron holding overdue materials.
- ◆ If you would like to use the materials past the due date, please check with us to see if an extension is available (usually it will be, but in some cases it may not be.)
- ◆ Keep in mind that other people may want to borrow the materials (often for time-sensitive activities such as workshops), so timely returns are very important. We cannot, however, guarantee availability of materials due to the possibility of late returns and damage.
- ◆ Borrowers are responsible, when an item is damaged and requires repair, for the cost of the repairs. When an item is lost or destroyed completely, the borrower will be responsible for the cost of replacement. The borrower will be held personally liable for lost and/or damaged materials. We suggest that borrowers insure materials that they return to us by mail. **DO NOT PASS THE MATERIALS ONTO SOMEONE ELSE.**
- ◆ Unless there is already an agreement on file, the borrower must sign this agreement and return it prior to borrowing materials.

Borrower Information: Please give us the information listed below for our files:

Name of Borrower: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

I hereby acknowledge that I have read the Materials Loan Policy, agree to abide by it, and to pay for the costs of shipping, repairs, or replacement of the materials I borrow.

Signed: _____
(Borrower)

Date: _____

Our ability to provide prevention resources to the community depends upon the availability of our material and on proper care of materials, and we appreciate your cooperation with these goals. Please let us know if there are materials that you are interested in that we do not have in our collection, or if you have any other suggestions for our library!