



## PREVENTION RESOURCE CENTER MATERIALS LOAN AGREEMENT

### Policy

The Southeastern Regional Prevention Resource Center will loan materials to all interested individuals and groups within the twenty-one county region of the Prevention Resource Center with the understanding that the borrower will abide by the rules and regulations of the Prevention Resource Center.

Items can be ordered by telephone, email, letter or in person. Because of the number of requests we receive for audiovisual materials, it is advisable to request these by title at least one month before date of showing. 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.

### Borrower Information

Please give us the information listed below for our files:

Name of borrower: \_\_\_\_\_

Organization: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Work

( ) \_\_\_\_\_ Fax

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Home

Email Address:

\_\_\_\_\_

### Borrower's Responsibilities

Person representing the organization and/or person responsible for borrowing materials should read carefully the conditions below:

1. All library items are loaned for a three-week period. Additionally, two shipping days are allowed for shipping to the borrower and two days are allowed for return shipment. Weekends and holidays are not included in these days. There is no charge for the use of materials except return postage and insurance for replacement value on all items. For the borrower's protection we ask that **all materials be insured**. Please keep your receipt in case material is lost upon return shipment.
2. Audiovisuals are to be rewound and returned in the same reel(s) and/or shipping case in which they were received. All other materials are to be returned complete and undamaged.
3. 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 damaged materials. If these are not paid within 30 days, the borrower will be referred to a collection agency or attorney. **DO NOT PASS THE MATERIALS ON TO SOMEONE ELSE!**
4. Borrowing privileges will be suspended to persons with overdue or lost materials until materials are returned or replaced.
5. Due to the large number of audiovisual requests and the possibility of late returns and damaged audiovisuals, no reservation can be guaranteed.

I understand and accept the conditions and responsibility for borrowing materials.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Borrower)

- YES I would like to receive the monthly newsletter  
 NO

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