

DPI School Psychology Lending Library - CIDD UNC

Library Loan Agreement

Directions: Please complete this form and fax it back to (919) 966-2230 ATTN: DPI School Psychology Consultant, retaining a copy for your records. You must complete the form in its entirety and agree to the conditions below. Please contact the consultant if you have any questions at (919) 843-7049.

I, _____, agree to borrow _____.
(User's Name) *(Name of Resource)*

This resource will be returned to the DPI School Psychology Lending Library, attention DPI School Psychology Consultant,

(address: 101 Renee Lynne Court, Carrboro, NC 27510-6511) by _____. If the
(Date – 60 days past date of check out)

user needs to extend the borrowing time, he/she will contact the consultant and an extension will be offered if no other user has requested the resource.

The borrower agrees to:

- Notify the consultant when the resource has arrived and if materials are damaged upon arrival
- Return the resource by the due date or contact the library for an extension
- Use adequate protective packaging for resource returns
- Pay return shipping costs
- Pay replacement costs if resources are damaged or lost

SIGNATURE

DATE

Send resource to (please print carefully):

ATTN _____

School District/LEA/Charter School _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Alt. Phone _____ Fax _____

For Office Use Only:

Date Shipped: _____

Initials: _____

Receipt attached:

Notes: