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MATERIALS LOAN AGREEMENT

Policy

The Southeastern Prevention Resource Center (SEPRC) will loan materials to all interested individuals and groups within the twenty-one counties of the SEPRC with the understanding that the borrower will abide by the rules and regulations set forth here. Items can be ordered by phone, email, or in person. Because of the number of requests we receive for 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). Patrons wishing to borrow materials must have a signed **Material's Loan Agreement** on file prior to borrowing any items.

Borrower's Responsibilities

The person representing the organization and/or the 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.
2. 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. **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 number of requests and the possibility of late returns and damaged materials, no reservation can be guaranteed.

Borrower Information

Name of borrower: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: () _____ Email: _____

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

Signed: _____
(Borrower)

Date: _____