

NEAVS LOAN LIBRARY AGREEMENT FORM

To participate in NEAVS' Loan Library Program, please read the following conditions, and, if you agree to the conditions, please sign, date and return this agreement to NEAVS.

E-mail to info@neavs.org

FAX to 617-523-7925

MAIL to

NEAVS LOAN LIBRARY
333 Washington Street, Suite 850
Boston, MA 02108

- Please enter your credit card information as deposit. There will be no charge UNLESS the item(s) are not returned to us by the date agreed upon OR are returned damaged –in which case, the borrower is responsible for the full cost of the item(s). The borrower is responsible for items lost or damaged due to shipping.
- Items may be borrowed for up to two weeks. Extensions may be possible through requests to a NEAVS' Loan Library staff member.
- Return all items in the condition in which you received them. Should you receive an item that appears damaged or broken, please let us know immediately.
- Package all loan items properly (with the same or similar packaging material) and insure upon return to guarantee their safe delivery.

Borrower's Section

Today's Date:

Borrower's Name:

Address:

City, State, Zip:

Home Phone Number:

Method of payment (Visa or Mastercard only) E-mail Address:

Credit Card Number:

Type:

Expiration Date:

I agree to the above conditions and certify that the preceeding information is correct.

Signature _____ *Date* _____

Attention Borrower: Please review the following information regarding your loan:

Item(s) to Borrow:

Return Date: _____

(Please call at least four days in advance of due date if you would like to extend the loan:
617.523.6020)

For Office Use Only: Date sent _____ Date returned _____