

LOAN LIBRARY AGREEMENT

Please read the following conditions for participation in ESEC's Loan Library Program.

If you agree to the conditions, please sign and date the agreement.

- Please enter your credit card information for security purposes. There will be no charge to you **UNLESS** the item(s) are not returned to our office by the date agreed upon below OR are returned damaged or broken. In such cases, the full cost of the item(s) will be charged. ESEC is not responsible for items lost or damaged due to shipping.
- All items must be returned in the condition in which you received them. Should you receive an item that appears damaged or broken, please let us know immediately.
- Extensions **MAY** be possible. Requests can be made by speaking with a NEAVS staff member.
- Loan items must be properly packaged (with the same or similar packaging material) **AND INSURED** upon return to insure their safe delivery.

Please complete your contact and payment information.

Today's Date: _____ Date Alternatives Needed by: _____

Borrower's Name: _____ School: _____

Address: _____

City, State, Zip: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Method of payment (*please circle*): Visa or Mastercard only

Credit Card Number: _____ Expiration Date: _____

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

Signature _____ Date _____

Attention

Please review the following information regarding your loan.

Item(s) to send: _____

Return Date: _____ (Please call if you would like to extend the loan.)

For Office Use Only

Date sent: _____ Date returned: _____