

# PATINS

Promoting Achievement through Technology and Instruction for all Students

## Lending Library Loan Agreement Form

NOTE: PATINS cannot guarantee immediate delivery of requested equipment. It is the school's responsibility to look for other avenues to obtain necessary equipment if it is required by an IEP.

In borrowing from the PATINS Lending Library, I agree to:

1. Assume responsibility for returning item(s) on time.
  - Retain packaging and return item(s) in the same box in which they were sent.
  - Item(s) must be sent via UPS, First Class Mail or delivered in person.
  - Insure item(s) for amount listed on the Checkout/Evaluation form included with shipment.
2. Prevent loss or abuse of equipment/software/resources.
  - Return item(s) in **clean** and working order.
  - Return equipment/software immediately if it ceases to operate.
  - Assume financial responsibility of repairing/replacing any item that is damaged as a result of neglect or carelessness while in your possession.
  - Replace any item(s) that are lost or damaged beyond repair.
3. If item is not returned on time, the following policy may be implemented:
  - Daily overdue fine of \$5 beginning the day following due date for items \$100 and under.
  - Daily overdue fine of \$10 beginning the day following due date for items \$101 to \$1000.
  - Daily overdue fine of \$20 beginning the day following due date for items over \$1000.
  - The borrower will be prohibited from borrowing any additional items from the Lending Library until item(s) are returned. The entire district may be prohibited from borrowing if the fine is not paid.
4. **Obey software copyright laws. There will be absolutely no copying of disks/CD-ROMs. Borrower MUST remove programs from all computer hard disk drives prior to returning software.**

Administrator's Signature \_\_\_\_\_

Administrator's Name (Printed) \_\_\_\_\_ Phone \_\_\_\_\_

Staff Requesting Item(s) \_\_\_\_\_ Position \_\_\_\_\_

Name of School/Office where items are to be **shipped** \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Information about child using equipment/software: Age(s) \_\_\_\_\_ Disability/Placement \_\_\_\_\_

### REQUEST INFORMATION

Item(s) are available for a 6-week loan period. For renewals, contact site coordinator.

For Internal Use Only, Please Leave Blank	Item Name (Please specify WIN/MAC where applicable)	Name of School where equipment will be <b>used</b> if different from above.

Please check appropriate box:  I will pick up personally  Ship to me

**SEND FORM TO:** Sandy Stabenfeldt, SW PATINS, 3711 Casey Road, Newburgh, IN 47630  
Phone: 812-490-7927 Fax: 812-490-7925 Email: swpatins@ciesc.k12.in.us