



GULFCOAST SOUTH
AREA HEALTH
EDUCATION CENTER

Serving the counties of Charlotte, DeSoto, Manatee, and Sarasota

Library & Learning Resources Borrower's Agreement

Borrowing Library Materials:

The borrower accepts full responsibility for the care of the materials borrowed. Any problems encountered will be reported to Gulfcoast South Area Health Education Center (GSAHEC) as soon as the borrower is aware of them.

The designated loan period will be 30 days. Borrowers are responsible for returning all library materials on or before the due date stipulated on the Borrower's Agreement.

Renewing Library Materials:

Library items may be renewed for an additional 7 days if no prior reservations have been received for the materials. Renewal must be requested before the due date and borrowers may only renew materials one time. Renewal must be done by telephone or in person. Please call or visit GSAHEC's Administrative Support Specialist, before the due date, to renew items for an additional loan period of no more than 7 days beyond the original due date.

Overdue Notification Policy:

It is the responsibility of the borrower to return all library materials on or before the due date stipulated on the Borrower's Agreement.

GSAHEC will send a three day advanced courtesy notice if the borrower provides us with a current email address. If needed, GSAHEC will also send notification via email when items are 7 days and 14 days overdue. Failure to return the items before they are 21 days overdue will result in an invoice (which the borrower will receive by mail) for the total replacement cost of the items.

Note that non-receipt of these overdue notifications does not release the borrower from their responsibility to return materials on time.

Overdue Fines Policy:

To avoid incurring fines, borrowers are responsible for returning all library materials on or before the due date stipulated on the Borrower's Agreement.

Failure to return library materials by the due date stipulated on the Borrower's Agreement will result in an invoice (which the borrower will receive by mail) for the total replacement cost of the items. Borrowers are responsible for replacing the library materials or reimbursing GSAHEC for the total replacement cost of the items.

Borrowing privileges will be suspended until the library materials are returned, replaced, or the invoice is paid in full.



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Lost and/or Damaged Library Materials:

The borrower accepts full responsibility for the care of the materials borrowed. Any problems encountered will be reported to GSAHEC as soon as the borrower is aware of them. Borrowers are responsible for replacing the library materials, or reimbursing GSAHEC for the total replacement cost of the items, that are lost or damaged while checked out to the borrower.

<u>Items Borrowed</u>	<u>Due Date</u>

I have read, understand, and agree to follow the conditions outlined on this Borrower's Agreement.

Signature of Borrower _____ Date _____

Printed Name of Borrower _____

Employment Site/Title _____

Work Address _____

County/City/Zip Code _____

Work Phone _____ Cell Phone _____

E-mail Address _____