



**Gallaudet University Regional Center at Ohlone College**  
**43600 Mission Boulevard**  
**Fremont, CA 94539**  
**510.659.6268 v/tty**  
**510.659.6033 fax**  
**gurc.ohlone@gallaudet.edu**

### Lending Library Agreement

If you would like to borrow any of the items from our Gallaudet University Regional Center at Ohlone College Lending Library please complete this form and return it to us at the address above. You may also fax it using the number listed.

- We can loan up to two items at any one time.
- Loaned items must be turned after a two-week period of time. Special arrangements may be made (upon request) providing there is no one on the waiting list for those items.
- Journals/Periodicals/Newspapers/Newsletters are reference materials only. If you are looking for a particular article please submit all pertinent information and we will try to locate it for you and send you a copy of that article. We cannot copy entire publications.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Home \_\_\_\_\_ V/TTY/Both

Work \_\_\_\_\_ V/TTY/Both

Email \_\_\_\_\_

Email pager \_\_\_\_\_

*It is agreed that the borrower will ensure borrowed items are shipped/returned to the Regional Center in good condition. The borrower will package the items in appropriate packaging and incur the cost of return shipping.*

*It is agreed that the borrower will accept full responsibility for the care of all items loaned now and/or in the future. This includes, but is not limited to, keeping videotapes and disks from heat sources such as fireplaces, hot cars, and away from magnetic fields.*

*It is further agreed; that in the event of loss or damage, the borrower will pay any and all replacement costs.*

I understand and agree to the above terms and conditions.

\_\_\_\_\_  
 Signature Date

**Order** (Please list your items in order of preference.)

Book (B), Video (V), Workbook (W), CD (C)	Title	Author	Date Sent	Date Returned