



**Gallaudet University Regional Center - West**  
**Ohlone College • 43600 Mission Boulevard • Fremont, CA 94539**  
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### Lending Library Agreement – April 2012

If you would like to borrow any of the items from our Gallaudet University Regional Center -West 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/Videophone \_\_\_\_\_

Work \_\_\_\_\_ V/Videophone \_\_\_\_\_

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