

SPECIAL COLLECTIONS LENDING AGREEMENT



Last reviewed: March 2025

This Agreement must be completed before I am eligible to checkout any item from the District's Special Collections valued over \$100, or as determined by staff discretion. This also includes in-library use only items. Please keep a copy for your records. My signature below indicates:

I have read the following District policies and/or forms and certify I meet the District's criteria for Special Collection checkout. I also agree to abide by the District's conditions of use as outlined in these policies.

Circulation Policy Collection Development Policy Material Fees & Replacement Costs

I accept **FULL** responsibility, including financial liability, for any Special Collection item while it is in my possession and/or checked out to my household. I agree to pay all costs associated with damage to, loss of, theft, or late return of the item while in my possession as outlined in the Material Fees & Expenses sheet. The Library Director may choose to waive incurred costs or late fees at their discretion.

By borrowing an item from the District's Special Collections I certify that I am capable of using that item in a safe and proper manner. I will not tamper with the item or associated accessories in any way. Any use of a Special Collection item for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

I agree to immediately discontinue use of an item if it becomes unsafe or in a state of disrepair and to notify the District. The District is not responsible for any injury, loss, or damage that may occur from use of an item from the Special Collections.

I will communicate with the District in a timely manner if any technical problems arise, if I am unable to return the item by the due date, or if the item is damaged or lost.

I agree that the District may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the Special Collection item while in my possession and that my record will be submitted to collections after 60 days. I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the North Douglas Library District. My library account will be suspended until the debt is paid in full and I may lose future borrowing privileges.

I will not return any Special Collection item via the outdoor book drops. All Special Collection items must be returned inside at the library desk. Returning Special Collection items via the outdoor book drops is considered damage and may be subject to financial penalties and loss of borrowing privileges.

I agree that failure to comply with this Agreement or applicable District policies will result in the loss of the privilege of borrowing Special Collection items. The District reserves the right to refuse service to, or restrict the borrowing privileges of, anyone who abuses items or is repeatedly late in returning these items.

Full Name _____ (last) (first) (middle)

Street Address _____ (# and street) (city) (state) (zip)

Mailing Address _____ (# and street) (city) (state) (zip)

Phone () _____ - _____ **Email** _____ @ _____

Patron Signature: _____ **Date:** _____ / _____ / _____

LIBRARY STAFF USE

Date Received: _____ / _____ / _____ **Time:** _____ **Staff Initials:** _____

Patron Card #: _____ **Card Type:** In-District Out-Of-District Yoncalla/Elkton/Oakland Passport

Account Member Since: _____ / _____ / _____ **Meets 30 Day Minimum?** Yes No **Over 18?** Yes No

Patron Drivers License #: _____ **Eligible for Item Checkout?** Yes No

SPECIAL COLLECTIONS DAMAGE & FEE LOG

Patron #: _____

DATE	STAFF INITIALS	ITEM & BARCODE	PROBLEM	PATRON COST	PATRON INITIALS	DATE PAID

NOTES: