



Prevention Resource Center Materials Borrowing Agreement

The Prevention Resource Center hereafter referred to as the PRC:

- A total of 5 books, 3 videos/DVDs and 5 display boards may be borrowed at a time for a period of 3 weeks.
- The PRC shall not be held responsible for any copying of materials by borrowers that are in violation of state and federal copyright laws.
- If any borrowed materials are stolen, lost, or damaged beyond use, the borrower or the borrower’s organization shall owe the PRC a sum equal to the replacement cost of materials, plus a \$5 replacement fee.
 - If materials are irreplaceable, the borrower or organization shall owe the PRC the sum required to purchase comparable materials, plus a \$5 replacement fee.
- Borrowers who return materials late will be charged 25 cents per item, per day after the due date, for a maximum of 30 business days.
 - On the 31st business day after the due date, the materials are considered lost, in which case the borrower shall owe the PRC a sum equal to the replacement cost of the lost materials, plus a \$5 replacement fee.
- Until all outstanding fees are paid the patron will not be able to borrow materials.
- A copy of this document may be found at: <http://www.drugfreehawaii.org/Prevention/library.aspx>

Name _____
Last First

Position/Title _____

Organization _____

Address (work) _____

Address (home) _____

Telephone (Business) _____ (Home/cell) _____

Email _____

What is the best way to get in touch with you? (circle one) Phone Email

I, the undersigned, have read and understood the terms and conditions of the Materials Borrowing Agreement of the PRC and agree to abide by them.

Signature _____

Date _____

Entered _____