



Assessment Loan Library Agreement-Region One ESC

Assessment instruments being requested: _____

Borrower: _____ Phone: _____ work email: _____

In borrowing from the Region One ESC Assessment Library, I agree to:

1. Assume responsibility for returning item(s) on time.
 - Make an appointment to pick up or deliver the instrument.
 - Return instrument by due date to avoid penalties.
 - Return instrument before 4:00 PM.
 - Honor the two-weeks check out period.
 - Retain packaging and return item(s) in the same box/bag in which they were sent.
 - Item(s) must be delivered in person to **Rosario Nava, Ruben Cervantes, Cynthia Luna, Nelly Villa or Perla Pulido**
2. Prevent loss or abuse of equipment/software/resources.
 - Return item(s) in clean and working order.
 - Return equipment/software immediately if it ceases to operate.
 - Assume financial responsibility of repairing/replacing any item that is damaged as a result of neglect or carelessness while in your possession.
 - **Replace** or pay for any item(s) that are lost or damaged beyond repair.
3. If item is **NOT** returned on time, the following policy may be implemented:
 - Daily overdue fine of \$5 beginning the day following due date for items \$100 and under.
 - Daily overdue fine of \$10 beginning the day following due date for items \$101 to \$1000.
 - Daily overdue fine of \$20 beginning the day following due date for items over \$1000.
 - The borrower will be prohibited from borrowing any additional items from the Lending Library until item(s) are returned.
4. **Obey software copyright laws. Software may be installed on one computer only. There will be absolutely no copying of disks/CD-ROMs. Borrower MUST remove programs from computer hard disk drives prior to returning software**

Special Education Director (print name)

Signature

School District or Charter Name

Phone of Special Education Director

Agreement must be submitted prior to checking out an instrument. A scheduled date for pick up will be provided to borrower.

Please return this form to Rosario Nava
email: rnav@esc1.net