

# NASSA Lending Library Request Form

Name: \_\_\_\_\_

NASSA Flock ID and # \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am a NASSA member in good standing and agree to abide by the Library rules as noted below.

I will return the materials in 4 weeks.

I will enclose a cheque or money order to include \$1.00 per item borrowed plus the cost of postage needed to mail the materials to me.

(This amount will be included on an invoice with your materials)

Signature: \_\_\_\_\_

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Materials requested:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Your suggestions and comments are welcome:

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### **Lending Rules**

You must be a member of NASSA in good standing.

You can borrow up to 3 books at a time.

You must return the books in 4 weeks. If you do not, there will be a late fee of \$5 per week to a maximum of 4 weeks after which you will be billed for the replacement cost of the item plus the late fee owed. If not paid, the matter will be referred to the NASSA Board of Directors for action.

You pay for postage of the books, both ways, plus \$1.00 per item to cover packaging, binders, wear and tear. Any extra money accumulated will be put toward buying books.

If you lose or damage the borrowed items in any way, you are responsible for replacing the item. If it is damaged but can still be used, you will be assessed a percentage charge which will be put into the library account.