

## NASSA LENDING LIBRARY RULES

- 1) In order to use the Library, you must be a member of NASSA in good standing. Your membership must be paid up and current.
- 2) All material that is lent through the NASSA Lending Library is the property of NASSA. The material that is lent is to be used for the benefit of members. Copying, photocopying, or distributing the information provided is strictly forbidden and would violate copyright laws.
- 3) You may borrow up to three items at a time.
- 4) You must return the books in five weeks from the date that the order was shipped to you. If you do not, there will be a late fee of \$5. per week to a maximum of four weeks after which you will be billed for the replacement cost of the library item plus the late fee owed. If the late fee is not paid, your NASSA membership status could be affected.
- 5) As the person borrowing from the library, you will be responsible to pay for shipping and handling of the books, both ways, to cover packaging, binders, wear and tear.
- 6) All monies will be paid in US dollars by check made out to NASSA. Cash will not be accepted.
- 7) Any extra money accumulated will be put into the library account and be used toward buying more library material.
- 8) 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. Library personnel will determine a replacement fee for each item and will submit it to the Education Committee Chair for approval.
- 9) Information concerning materials borrowed, including the names of the borrowers, may be reviewed at any time by the NASSA Board of Directors.

# NASSA Lending Library Request Form

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

NASSA Flock Prefix and Flock # \_\_\_\_\_

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 5 weeks.

I will enclose a check 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. \_\_\_\_\_