

Co-Op Lending Library Agreement



Membership valid from January 1-December 31.

Please fill in your information:

Printed Name			Business/Employer Name		
Street Address			Mailing Address		
City	State	Zip	City	State	Zip
Home Ph#			Business/Employer Ph#		
Email address					

Check Out Procedures:

- * To check out materials, AEYC must have a signed agreement on file, agreements are updated annually.
- * To request materials call our office; in Juneau 907-789-1235, outside of Juneau 1-888-785-1235 .
- * You may check out a total of six items at a time.
- * Check out period is one month.
- * If your items are not on reserve for anyone else, you may renew them for up to an additional month by calling in.
- * Books may be mailed at the book rate; videos and tapes MUST be insured by return mail. Send to AEYC at 3100 Channel Dr. Suite 215N, Juneau, AK 99801.
- * A late return fee of \$5 will be charged after a seven-day grace period, and must be paid before additional items are checked out.

Damage Policy:

- * Except for normal wear and tear, replacement and shipping fees will be charged for lost or damaged items. Damages and replacement fees will be reviewed by committee in a case by case situation.



I agree to return borrowed library materials by the specified due date in the condition received. I understand I am responsible for materials borrowed, and agree to pay AEYC for replacement or repair costs for lost or damaged materials and/or any overdue fines incurred. I further understand that failure to comply with AEYC library policies may be grounds for revocation of my borrowing privileges. I certify that the information provided on this application is true and correct to the best of my knowledge.

Signature:

Date:

AEYC

Association for the Education of Young Children -Southeast Alaska
3100 Channel Dr. Suite 215, Juneau, AK 99801 ~ Phone: 907-789-1235 ~ Fax: 907-789-1235 ~ Toll Free: 888-785-1235
www.aeyc-sea.org