

HTSAC Resource Sharing

Check out Procedure:

1. Request your video or cassette or book or other materials from HTSAC by Phone: 476-5070, Fax 221-6694, or E-mail: htsac@tni.net.
2. HTSAC Resource Sharing Check out Agreement must be signed and either faxed or e-mailed. *For email, copy and paste the check out agreement to your email.*

HTSAC Resource Sharing Checkout Agreement

I, _____ am requesting to checkout the following video(s), book(s), or other materials:

for (Organization name): _____

Date: _____ Contact Number: _____

Lending Policy:

HTSAC members may borrow resources from the Resource Room for a period of two weeks. Additional time must be agreed to in advance or requested in writing. Failure to return resources within a two-week period will result in a \$1.00 per day fine until returned. (Cash only) No patron with overdue resources will be permitted to request additional items until all overdue resources have been returned.

I understand that in the event that the resource I borrowed is lost or not returned, my organization will be billed the full amount of replacement.

Signature

Date