

NCESD School Nurse Corps Lending Library User Agreement

By borrowing materials or equipment (including, but not limited to, manuals, books, audiometers, vision kits, Spot screeners, manikins, laptops) from North Central ESD School Nurse Corps Lending Library (herein after "library"), I agree to the terms of this Lending Library User Agreement.

I agree that:

- I am responsible for the materials or equipment at all times, until it is returned to a NCESD employee.
- I understand that all equipment users must be proficient in equipment use.
- I will not leave materials or equipment unattended, loan to, transfer to, or leave in the care of anyone else without prior approval from a library administrator or designee.
- I agree to return equipment with the specified time frame. I understand that the library reserves the right to suspend borrowing privileges of borrowers who return materials after the return date.
- I agree to return equipment in the same condition it was in when borrowed and understand that the library reserves the right to refuse service to anyone who abuses equipment.
- I will not tamper with equipment hardware or software.
- I will not attempt to load or copy software to the equipment.
- I will not use equipment illegal activities including, but not limited to: disruption of other users/services/equipment; harassment; distribution of unsolicited advertising, propaganda or computer viruses; and attempts to make unauthorized entries into other computers.
- I will wait while a library administrator or designee fulfills their obligations to inventory components and test equipment operations when returning materials or equipment.
- I will report any loss or damage of materials or equipment and/or any equipment malfunction to a library administrator or designee.
- I understand that all costs associated with damage to, loss, or theft of the equipment and/or its accessories while it is checked out to me, up to the maximum replacement cost and processing fees, are my responsibility.
- I understand that I use this equipment at my own risk, and that the library is not responsible for any injury or damages resulting from my use of it.
- I understand that the library is not responsible for any files left on equipment, or for loss of, or damage to, files during the loan period. All files should be stored on external storage.
- I understand that failure to comply with any of the above rules may result in the loss of my borrowing privileges of library materials and equipment.

Name (Print)	Signature	Date

Return completed form to NCESD School Nurse Corps via FAX, Attention to Sheila Salmon at 509.400.5900 or email sheilas@ncesd.org