

AGREEMENT FOR BOOK DEPOSIT COLLECTIONS

The agency receiving book deposit collections from the Hatch Public Library agrees to provide reasonable care and control so that books are not damaged or lost.

The agency agrees to designate one employee or volunteer and alternate as a contact person for the collections. This person will be responsible for receiving, supervising, and preparing the collection for return according to library instructions. Library staff will communicate directly with this contact person on all matters related to the collections.

The Hatch Public Library may recall books that are needed by other library patrons. The agency agrees to assist in returning recalled books promptly upon request.

Overdue fines will not be charged. The agency agrees to make diligent efforts to retrieve any "overdue" books.

The agency will report any books that are lost or damaged and will bear the cost of replacement or repair.

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Agency receiving book deposit collection

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Person authorized to sign for agency

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Date

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Name of designated contact person at the agency

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Telephone number for contact person