



EL Program Resource Library Material/Resource Lending Agreement

School District: _____

School/Organization: _____

Contact Person: _____

Title: _____

Phone: _____

Most items may be checked out for the duration of a school year. Testing kits may be checked out for a 3-week period. A loan for a testing kit may be extended for one additional 3 week period if there is not a waiting list for the item.

Barcode #	Item Name – Item Value	Date Returned	Signature (upon return)
1.			
2.			
3.			
4.			
5.			
6.			

Check-out Date: _____

Return By: _____

Loan Extended Until: _____

I, the undersigned, agree to accept responsibility for the items listed above. I understand that these items are due back to the NKCES EL Resource Library as indicated above and that I will be billed for the full cost of items that have not been returned after two written notices have been provided. Lost, stolen, or damaged items will be replaced or repaired at my expense.

Signature

Date

Please fax signed form to 859.442.7038