



Borrower's Agreement

NAME _____

SCHOOL NAME _____

SCHOOL ADDRESS _____

SCHOOL PHONE _____

HOME ADDRESS _____

HOME PHONE () _____ E-MAIL _____

A. Print Materials in the TEA Resource Center lending library are available for a free two-week loan. Borrowers agree to pick up materials and return them to the resource center ON TIME and in the SAME CONDITION as borrowed. Borrowers are responsible for cost of replacement of materials lost or damaged. Up to three print items may be checked out at one time.

B. Audio-visual Materials are available for a free one-week loan, with a \$35.00 refundable damage deposit for each item. Up to two videos may be borrowed at a time. Borrowers may pick up materials or have them shipped. See below for shipping guidelines.

C. Artifact Trunks are rented for \$15.00 per trunk per week. If applicable, you will be charged the going shipping rate for each trunk. One trunk may be rented at a time. A \$50.00 damage deposit is required for rental. Each trunk is checked and carefully packed by TEA staff or volunteers prior to shipment. We ask that you take care to check items and pack them carefully in the trunk so that it returns to us in the same condition in which you received it. Borrowers will be charged against deposit for (A) lost items; (B) items damaged beyond reasonable wear and tear; or (C) carelessly packed trunk.

Deposit: Borrowers new to the resource center must leave a \$50 deposit. **Make the check payable to the University of Colorado Foundation.**

Shipping. Because of the possibility of damage or loss, we require that all TEA items that cannot be personally returned to our office be shipped by an insured courier service rather than via US mail. Materials will be shipped to the user via UPS and must be returned via UPS, Federal Express, or another bonded courier service one week later. **PLEASE SHIP ITEMS BACK TO OUR STREET ADDRESS: Program for Teaching East Asia, 1424 Broadway, Boulder, CO 80309.** Materials must be insured for the full, specified amount. Borrowers failing to comply with these shipping guidelines will be held personally responsible for the full replacement cost of any lost or damaged materials. Borrowers are responsible for shipping costs, both receiving and returning.

I have read the lending policy and agree to the terms described. I understand that I am responsible for returning all resource center materials in good condition.

SIGNATURE _____

DATE _____

TEA shipping address: Program for Teaching East Asia, 1424 Broadway, Boulder CO, 80309