

**Region 25
Education Library Checkout**

Name of Item _____

Type of Item Videotape CD DVD Book Handouts Other _____

Borrower's Name _____ Chorus _____

Address _____ Telephone _____

E-Mail Address _____

Date Checked Out _____ Due Date _____

Date Returned _____ Item Value _____

I am responsible for the cost of returning Education Library materials within the due date specified above. Failure to return this borrowed item by the due date will result in a **fine of \$ 1.00 per day** until the item is returned to the Education Librarian. If I am unable to return the item by the due date, I may contact the Educational Librarian for a **one-time 30-day extension**.

If the item is lost or damaged when returned, I am responsible for paying the item value specified above. Whenever possible, I will report the loss or damage prior to the due date to avoid additional charges from overdue items. Fines and other fees are payable to Region 25.

Signature _____ Date _____