

# CESA 2 Professional Resource Center Lending Library

1221 Innovation Drive, Suite 116  
Whitewater, WI 53190  
262.473.1449  
FAX 262.472.2269

<b>PREVIEW AGREEMENT</b>
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In borrowing from the CESA 2 PRC Lending Library, I AGREE TO:

1. Prevent abuse of the equipment/resources.
2. Assume responsibility for returning items ON TIME via UPS, First Class Mail or the CESA 2 van.
3. Return the equipment immediately if it ceases to operate.
4. Assume financial responsibility for repairing/replacing any item that is damaged as a result of neglect or carelessness.
5. Reimburse the CESA 2 PRC Preview Library at the current market value if the item is lost or destroyed.
6. **Obey software copyright laws. Absolutely NO copying of CDs or DVDs. Borrowers must remove borrowed programs from all computer hard disk drives upon returning original software.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

School Phone: \_\_\_\_\_ ( ) \_\_\_\_\_

School e-mail address: \_\_\_\_\_

*Please complete and return this page to the PRC Lending Library. Address/FAX above in care of Donna Hutson. Your order will be shipped to you upon receipt of this agreement at our office.*

## PROFESSIONAL RESOURCE CENTER LENDING LIBRARY ORDER INFORMATION

Barcode # (if available)	Item Name/Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Circulation Procedures

### Ordering Materials

Once you have decided which materials to order, you can place your order with the PRC Lending Library in one of three ways: you may call in your order, or you may mail or fax your order. To mail or fax your order, use a copy of the order form on the preceding page.

### Receiving Materials

You will receive your order through the CESA 2 van delivery system. Your order will come with a Transaction Form. The Transaction Form lists the titles currently checked out to you, their due dates and their retail values.

### Circulation Periods

1. The loan period is three weeks. If you wish to keep an item longer, please call CESA 2 @ 262.473.1449 to renew; or simply copy your Transaction Form, highlight the items you would like renewed and mail or fax (262.472.2269) to PRC Lending Library.
2. Items will always be renewed unless they are on reserve. If an item is reserved, you will be asked to return the item immediately. (Renewals are for two weeks.)
3. Items you request that are already in circulation are put on reserve for you and are sent to you as soon as possible.

### Returning Materials

Materials must be returned on time.

**Please return materials in as clean a condition as you received them.**

### Damaged and Lost Items

Damaged equipment and lost items must be reported to your school administrators as well as PRC Lending Library. Lost or damaged materials and equipment will be the responsibility of the local school district. Please do not mark loaned workbooks, worksheets etc. in any way.

**The catalog pages are printed in the following format:**

<b>TITLE</b>	<b><u>INTEREST LEVELS</u></b>	
<b>BAR CODE NUMBER</b>	<b>BIRTH TO THREE</b>	<b>B</b>
<b>DATE: PUBLISHER</b>	<b>EARLY CHILDHOOD</b>	<b>PRE-K</b>
<b>INTEREST LEVEL</b>	<b>PRIMARY</b>	<b>P (Gr. K-1)</b>
<b>DESCRIPTION</b>	<b>ELEMENTARY</b>	<b>E (Gr. 1-3)</b>
	<b>INTERMEDIATE</b>	<b>I (Gr. 4-5)</b>
	<b>JUNIOR HIGH</b>	<b>J (Gr. 6-8)</b>
	<b>HIGH SCHOOL</b>	<b>H (Gr.9-12)</b>
	<b>ADULT</b>	<b>A</b>