



Riley Hospital for Children
Community Education and Child Advocacy Department

Resource Lending Library
TERMS OF AGREEMENT

At Riley Hospital for Children, the Community Education and Child Advocacy Department's mission is to help all children grow up to lead healthy, safe and productive lives. To help accomplish this mission, the Department offers a lending library to assist community educators in promoting safety for children.

The Department, in providing these resources for loan, agrees to:

- 1) maintain an updated listing of all resources in the library;
- 2) inspect all resources to assure that all materials are provided to the borrower intact, complete, and/or ready for use;
- 3) ensure that all resources and information are current;
- 4) notify the borrower of the due date upon which all materials must be returned, at time of loan; and
- 5) maintain contact with all borrowers to assure the prompt return of all loaned resources.

By signing the TERMS OF AGREEMENT, the Borrower agrees to:

- 1) maintain the condition of the resource during the loan period. The Borrower agrees to provide funding necessary to replace and/or repair any resource should the resource become damaged, broken, or lost during the designated loan period;
- 2) use the loaned resources as intended and as specified by the manufacturer and/or distributor for educational and instructional purposes;
- 3) respect all copyrights and terms of use specified by the copyright for each borrowed resource;
- 4) pay a non-refundable charge to cover handling and mailing expenses to and from their location, when direct pick-up and return of the resources is not possible. This charge, which will be calculated on an individual request basis, must be paid to the Department prior to shipping the resources;
- 5) return the resource by the due date, as determined by the Department. Materials typically are loaned for a two week period. Failure to return resources by the due date may restrict the future borrowing privileges of the Borrower.
- 6) complete and return evaluations that provide the Department with feedback on the effectiveness and use of the resources.

By signing below, the Department and Borrower agree to the terms and conditions set forth for the lending library.

Community Education and Child Advocacy
Department, Riley Hospital for Children

Date

Borrower

Date

Items included in the Hoppin' for Health Toolbox are listed below:

- Doctor's bag
- Blood pressure kit
- Otoscope (3 pieces)
- Stethoscope
- Reflex hammer
- Measuring tape
- Reusable penlight
- Video - Sesame Street's Visiting the Hospital
- Books - 2 English/1 Spanish about visiting a hospital/doctor

Toolbox # _____

Period of loan _____
from _____ to _____

Borrower's contact information:

Name: _____ Title: _____

Organization: _____

Mailing Address: _____

Daytime Phone: (_____) _____ Fax: (_____) _____

Email Address: _____ Signature: _____

Because most of our resources are available free of charge, we ask that you please recognize Riley Hospital for Children's Community Education and Child Advocacy Department as a partner in your efforts to promote childhood health and safety. Thank you for all of your work in helping children to lead safe and healthy lives.

Community Education and Child Advocacy Department

Riley Hospital for Children

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