

TERMS OF AGREEMENT

Riley Hospital for Children
Community Education and Child Advocacy Department
Lending Library Of Resources in Interpersonal Life Skills and Child Development

The Community Education and Child Advocacy Department of Riley Hospital for Children'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 for community educators of resources in interpersonal life skills and child development for middle school and high school students.

The Community Education and Child Advocacy Department of Riley Hospital (the Department) maintains the lending library for use by community educators to assist them in their efforts to 1)prevent teen pregnancy, 2)support teens who are pregnant and/or are parents, 3)help guide young people's choices for a productive life of value, and 4)promote an understanding of the basics of child development.

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

1. Maintain an updated listing of all resources in the Lending Library;
2. Maintain an inspection of all resources to assure that all materials are provided to the borrower intact, complete, and/or ready for use;
3. Maintain contact and due date information on all borrowers to assure the prompt return of all loaned resources.

In turn, the Borrower agrees to:

1. Complete and sign Terms of Agreement Form.
2. Maintain the condition of the resource during the loan period. The Borrower agrees to provide the funding necessary to replace and/or repair a resource should the resource become damaged, broken, or lost during the loan period.
3. Return the resource by the due date set by the Department. Materials typically are loaned for a two week period and may be renewed once. Repeated failure to return a resource by the due date prevents others from being able to use the resources of the Lending Library and will restrict the future borrowing privileges of the Borrower.
4. Use the loaned resources as intended and as specified by the manufacturer and/or distributor for education and instructional purposes with young people in classrooms or alternative settings;
5. Respect the copyright and terms of use specified by the copyright for each borrowed resource;
6. Pre-pay a non-refundable charge to cover handling and mailing expenses to and from their location when direct pick-up and return of the items 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.
7. Pre-pay a non-refundable fee for all items borrowed whether they are mailed or picked up. Deposits will vary depending upon the type and value of the item being borrowed. Non-refundable deposit rates are listed below:
 - Books, curricula, games, and audio cassettes - \$2.00 per item
 - Videos, slide sets, empathy belly - \$5.00 per item

8. All checks should be made payable to Indiana University and sent to The Community Education and Child Advocacy Department, Riley Hospital for Children, 575 West Drive, Room 008, Indianapolis, IN 46202-5272.

The Department and Borrower agree to the above terms.

Community Education
And Child Advocacy Department
Riley Hospital for Children

Borrower

date

date

Resources Borrowed: (please list below)

Period of Loan :

from to

Borrower Contact Information (please print):

Name:

Title:

Organization:

Mailing Address (street, city, state, zip):

Day Phone: ()

Fax #: ()

e-mail:

Contact Information: Community Education and Child Advocacy Department, Riley Hospital for Children, 575 West Drive, Room #008, Indianapolis, Indiana 46202, 317-274-2964 (ph); 317-278-3221 (fx); www.rileyhospital.org/kids1st

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