

FOUNDATION CENTER-ATLANTA'S LENDING SERVICE BORROWER'S AGREEMENT



Our free lending service allows visitors to borrow selected items from our collection of books and videos on fundraising and nonprofit management. Please note that while this service is provided free of charge, borrowers will be charged a replacement fee for damaged or unreturned items.

BORROWER REGISTRATION

In order to register for our lending service, please read this Borrower's Agreement, then fill in and sign the form on page 2. Present your completed form at the reference desk along with a valid photo ID. Please notify us if your contact information changes.

BORROWING PROCEDURES

- Items that may be checked out from our collection are marked with a **round, orange checkmark (✓) sticker**.
- Borrowers may have up to **2 items** checked out at any one time.
- The checkout period for all items is **2 weeks**. Due to the high demand for most items, **we do not allow renewals** at this time.
- Borrowers will be notified of overdue items by email and/or phone. **If you provide an email address, we will use email as our primary means to contact you.**

In order to check out items, you will need to provide a **valid photo ID** and **ONE of the following forms of collateral**:

- a valid credit card
- a valid debit card
- a personal check written for the total list price of the borrowed items plus \$10
- a cash deposit equal to the total list price of the borrowed items plus \$10

You will need to provide this information each time you borrow items. If you cannot provide a form of collateral, you are welcome to use the items in person during your visit. Our staff can also help you check if they are available at your local public library.

In providing registration and transactional information to the Foundation Center-Atlanta, you agree to provide true, accurate, current and correct information about yourself, and to notify the Center of any changes.

CHARGES FOR UNRETURNED/DAMAGED ITEMS

- By signing this agreement, you agree to assume full responsibility for items borrowed on your account.
- If an item is damaged, lost or otherwise not returned, your debit/credit card will be charged for the full amount needed to replace the item(s), plus a \$10 processing fee. If a check or cash deposit was left in place of debit/credit card information, that deposit will be forfeited.
Ex. If you borrowed two items, each with a list price of \$34.95, and you did not return them within the 2-week grace period after the stated due date, you would be charged in the amount of \$79.90.
- You are solely responsible for any and all fees charged to your payment method by the issuer, bank, or financial institution, including, but not limited to, membership, overdraft, insufficient funds and fees for exceeding your credit limit.
- If your payment method fails for any reason (declined charges, bounced check, etc.) you will have 7 days from notification to update your payment information or arrange for alternative payment before your borrowing privileges will be suspended.

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HOW TO KEEP YOUR BORROWING PRIVILEGES

You can borrow items as long as you have not exceeded the 2-item limit; you do not have overdue or outstanding items on your account; and your contact information is current. If the Foundation Center-Atlanta is unable to complete a transaction after repeated attempts, or if it has reasonable grounds to suspect that any information you provided is untrue, inaccurate, not current or incomplete, it has the right to suspend or terminate your borrowing privileges indefinitely or until your account is reconciled.

HOW TO CONTACT US

The Foundation Center-Atlanta is open Tuesday-Friday, 10am-5pm (first Tuesday and last Thursday of each month, 10am-8pm). Please visit us at 50 Hurt Plaza, Suite 150, Atlanta GA, 30303; call us at 404-880-0095; or email us at ATCirc@foundationcenter.org.

PLEASE PRINT

Name			
Organization			
Home address			
City/State/ZIP			
Phone 1	()	Phone 2	()
Email address			
I am / I represent a(n): (check all that apply)			
<input type="checkbox"/> Nonprofit organization	<input type="checkbox"/> Higher education	<input type="checkbox"/> Other (please describe):	
<input type="checkbox"/> Jobseeker	<input type="checkbox"/> Government		
<input type="checkbox"/> Individual grantseeker	<input type="checkbox"/> Media		
<input type="checkbox"/> Grantmaker/funder	<input type="checkbox"/> For-profit organization		

My signature below indicates that I will comply with the terms and conditions stated in this agreement. In the event that the items I borrow are damaged, lost or otherwise not returned within two weeks of their due date, I am authorizing the Foundation Center-Atlanta to process my payment method for the cost of replacing the items plus a \$10 processing fee. I understand that the terms and conditions of this agreement are subject to change. (The most current lending program information can be viewed at <http://foundationcenter.org/atlanta/library.html#lendingprogram>.)

Signature _____ Date _____

----- **STAFF USE ONLY** -----

Staff initials & date _____

User ID# _____