

**CCADV**  
**Resource Center**  
**Lending**  
**Terms And Conditions**

*Please read the following policies for using the CCADV lending center.*

1. **One** valid form of photo identification is needed for checkout or **two** non-photo forms of identification (non-member). If checking out on-line or over the phone a pay pal account must be registered or a credit card number will be asked for.
2. Material can be checked out directly through the website or checkout form may be emailed, faxed, or mailed, to the CCADV office.
3. A lending period of two weeks is available for books, videos, DVD's, and manuals.
4. Up to four videos, books, and/or manuals are available to anyone living in the United States, per borrowing session.
5. You are responsible for shipping costs for any material sent to you.
6. You are responsible for the return of the library material; please use a mailing method that tracks the items.
7. Late fees include a \$1.00 charge per day for each item until the item(s) are received at CCADV office.
8. If the item or items borrowed will be late please call and talk to a Resource Center Representative.
9. Items lost or damaged borrowers will be charged replacement value.

***I have read and agree to abide by these CCADV Resource Lending Library terms and conditions.***

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date