



WATI, Polk Library
801 Elmwood Ave. Oshkosh, WI 54901 (shipping)
800-991-5576, FAX 920-424-1396
website: www.wati.org

2006-2007 Lending Library Loan Agreement

In borrowing from the Wisconsin Assistive Technology Initiative Lending Library, I AGREE TO:

- 1. Return item(s) on/before the due date. You will be notified via email if the item becomes overdue. If the item is not received at WATI within three days, a second notice will be sent to you and copied to your principal/supervisor. If the item is not received one week after the due date, you will then be assessed a \$5 fee per item per day, until the item is received at WATI. The borrower will be prohibited from borrowing additional items from the lending library until the item is received at WATI and the fine paid. CESA 6 delivery users should be aware of their once a week delivery schedule. If you miss the delivery, you will need to use another means to return the overdue item to WATI to avoid a late fee. Thank you for your prompt attention.
2. Insure item(s) for amount listed on checkout form that comes with shipment (\$500 maximum per package). If shipping via the CESA 6 delivery, no insurance is needed.
3. Return item(s) CLEAN and in working order; return equipment/software IMMEDIATELY if it ceases to operate; contact the WATI staff if items are missing from the packing list.
4. Reimburse the WATI Lending Library at the current market value if the item is lost, has missing parts, or is damaged beyond repair. If item can be repaired, you will be responsible for the repair costs.
5. OBEY SOFTWARE COPYRIGHT LAWS. Absolutely no copying of disks. Borrower must remove borrowed programs from all computer hard disk drives upon returning software. Be aware that many software programs lent out are Demo versions and may be installed onto individual computers.

Date Which CESA are you in County

Name (Printed) Signature

Position/Title School District/Agency

School Name

Address (No PO Boxes!)

City Zip Code Email Address

Work Phone Ext Home Phone

Information about child using equipment/software: Age Disability

Order Information

REMEMBER: loans are for five (5) weeks, including shipping time. Renewals are for one 30 day period, if nobody is waiting for the item. If you wish to renew an item, please contact WATI for permission.

Table with 2 columns: Item #, Item Name