



WATI, Polk Library  
800 Algoma Blvd, Oshkosh, WI 54901 (mailing)  
801 Elmwood Ave. Oshkosh, WI 54901 (shipping)  
800-991-5576, FAX 920-424-1396  
website: [www.wati.org](http://www.wati.org)

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## 2006-2007 Lending Library Loan Agreement

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

- ❖ If shipping either UPS or 1<sup>st</sup> Class, insure item(s) for amount listed (**\$500 maximum**) on checkout form that comes with shipment. If shipping via the CESA 6 delivery, no insurance is needed.
- ❖ DAILY Overdue Fine of: \$5 beginning day following due date for items \$100 and under; \$10 beginning day following due date for items \$101 to \$1000; \$20 beginning day following due date for items over \$1000. The borrower will be prohibited from borrowing any additional items from the Lending Library until item is returned. The entire District may be prohibited from borrowing if fine is not paid.
- ❖ 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.
- ❖ Reimburse the WATI Lending Library at the current market value if the item is lost or damaged beyond repair. If item can be repaired, you will be responsible for the repair costs.
- ❖ **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: \_\_\_\_\_ Zipcode: \_\_\_\_\_ Email Address \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Information about child using equipment/software: Age \_\_\_\_\_ Disability: \_\_\_\_\_

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### 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.

Item #

Item Name

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