



# Prevention Information Center (PIC) Loan Agreement Form

There is no cost to borrow any of the material from the Prevention Information Center. All PIC Library cardholders must be:

- A minimum of 18 years of age.
- A resident of Colorado or employed full time in Colorado.
- Currently working in a school, the health field, or a job related to substance abuse education, prevention, intervention, treatment, or recovery. Foster parents, community coalition members, and faith based organization employees are also welcome to apply.

**Note: PIC also offers reciprocal borrowing privileges to any other individual, 18 years of age or older, with a library card in good standing at any library participating in the Colorado Libraries Collaborate! (CLC) program.**

All borrowers must have:

1. A copy of this signed agreement on file with the Prevention Information Center.
  2. A photocopy of a picture I.D. on file
  3. Proof of current Colorado home address
- Acceptable forms of picture I.D.: driver's license, passport, school I.D., or any other government-issued document showing a photo and borrower's name
  - Acceptable forms of proof of address: driver's license, check book, car registration, pay stub (with address), mail with a current postmark, bill, mortgage, lease agreement, or any "official" document with borrower's name and current address.

Once on file, material can be requested by phone, online or in person. Please contact the PIC if you have any questions. Please complete this form and return it with a copy of your photo identification to the above address.

- **Replacement and/or repair costs for loss or damage of material will be the responsibility of the undersigned.**
- **I have read the PIC Library Borrowing Privileges and agree to abide by the policies listed:**

**NAME:** \_\_\_\_\_

WORK		HOME	
Agency:		Address:	
Address:		City:	
City:	Zip:	State:	Zip:
Work County:		Home Phone:	
Work Phone:		Work or Home Cell:	
Email address:			
Which address should be used for library mailings: <input type="checkbox"/> WORK <input type="checkbox"/> HOME			

Date: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## Borrowing Privileges

- 10 items may be checked out per client
- 6 items can be Visual Aids (posters, educational games, models, etc)
- 4 can be videos

## Loan Period

All items check out for 2 weeks. Items may be renewed 2 times for one week from the day of the renewal (for a total of four weeks), unless the item is on HOLD.

**Note: Overdue items cannot be renewed**

## Overdue Fines

Fines are assessed at the following rates:

- \$1.00 per day per Video/DVD**
- \$0.50 per day per all other items**

Borrowing privileges are suspended once an account has accrued \$5.00 in fines or replacement fees for lost items.

## Returning items

Items can be returned in person or after hours in the drop box located by the front door of the RMC Health building.

Items may also be returned by mail. **Mailed videos must be returned via UPS or registered U.S. mail.** Please return the borrowed materials in a box or an air-bubble envelope for the protection of the materials; do not use manila envelopes or paper bags.

For the convenience of our clients, PIC materials can be returned to a local library that is on the Colorado Library Courier. **NOTE: Items are still considered late and overdue fines will accumulate until the PIC receives the items. Allow up to 7 days for materials returned via the Colorado Library Courier.**

## Request an item

Requests can be made for items that are checked out. Clients will be notified by email as soon as the item becomes available. Items will be held for 7 days. **Please contact PIC if you wish the item to be mailed to you.**

**Please Note:** Items being sent by mail could take 3-5 business days to arrive, which will shorten your due date. (Example: item sent by mail on the 1<sup>st</sup> will be due on the 14<sup>th</sup> but you received it on the 5<sup>th</sup> it is still due in 9 days on the 14<sup>th</sup> unless you renew it).

## Manage Your Account Online

You may renew items or view your requests using the online library catalog. To access your online account use the 7 digit barcode number on the back of your PIC Library Card or use the first three letters of your first and first three letters of your last name (6 letter barcode).

**Use either of these barcodes to access full text articles and databases available to PIC cardholders.**