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MEMORANDUM OF AGREEMENT ON LIBRARY USE FOR **PROGRAMS**

SPECIAL EDUCATION SERVICE AGENCY AND \_\_\_\_\_  
(Borrower - Program Name)

Use of the SESA library is available to those receiving SESA services, and to other interested persons. Through the library, SESA clients and other library patrons have access to books, videos and equipment.

A copy of the library policy is attached or is available on-line ([www.sesa.org](http://www.sesa.org), click on Library and click on Library Policy). It is occasionally possible to be flexible in the loan period, but the usual time for a loan is 30 days (for patrons outside Anchorage, an additional two weeks is allowed for mailing out and back). Due to the many requests for some materials, the 30 day loan period should be considered the standard unless the borrower checks with the librarian at the end of the loan period.

It is expected that the patron will follow all instructions for use of an item, retain all packing materials for return shipping, and return all equipment parts and manuals.

If a borrower keeps materials for an extended length of time without checking with the librarian, or neglects to return items when requested, or returns items in damaged condition, or loses items, the borrower's ability to continue borrowing materials may be compromised.

The SESA library may charge for lost or damaged items. Non-responsiveness to overdue notices will result in a bill. The borrower will be responsible for replacement of lost parts, lost items or repair for damages resulting from incorrect use while in possession of the item.

If an item is returned by mail, but not received by the SESA library, the borrower must file a tracer with the Post Office (this can be done even if the item was not sent back certified or insured). Please send a copy of this paperwork to the SESA library. The borrower will continue to receive overdue notices, and will be held responsible for the materials, until this paperwork is received.

If you mail materials back insured, you will not be held responsible for loss or damage in shipping, as they can be claimed.

\_\_\_\_\_  
Program Supervisor Signature Printed Name

Program Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, Alaska Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_