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ACCEPTANCE OF TRANSFERRED LIBRARY MATERIALS

I accept the responsibility for the materials (listed below) that were formerly checked out to _____ . I understand that I need to return the materials in good condition, with all parts, and on time. Should the materials be lost or damaged, I will be billed for them. They are no longer the responsibility of the previous borrower. I understand that the materials will be due on _____. I further understand that non-responsiveness to Material Reminders will also result in a bill. The Library Policy is available on our website (www.sesa.org), or you may request a paper copy.

Materials Being Transferred

Insured Value

Circ

Number

Title

Signature _____

Date _____

Printed Name _____

School _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Memorandum of Agreement on Library Use is on file or attached

Acknowledgement of original borrower _____

COMPLETE THE ENTIRE FORM AND SEND TO THE SESA LIBRARY.