



Proverbs 22 Policy and Terms of Agreement: Lending Library Program

Policy

The Proverbs 22 Library Lending Program/Textbook Rental Program allows students attending Proverbs 22 (with valid P22 ID) the opportunity to check out selected textbooks for a semester or school year.

All textbooks must be returned by the end of the school year or when a student is no longer enrolled in the class for which s/he checked out a textbook. Students who fail to return materials by the last community day will be assessed a replacement fee.

Students are responsible for the materials checked out on their library/textbook record. Textbooks become the student's responsibility from the moment the student checks out the book until the moment s/he returns it to Proverbs 22. Lost or damaged material must be paid for by the borrowing student regardless of the circumstances causing the loss or damage.

Students must keep the borrowed materials in acceptable condition. Students are expected to check books issued to them for damage/graffiti prior to accepting the material. Damage will be noted by P22 staff before issuing the material. Damages include torn or cut pages, broken bindings, missing or unreadable barcodes or book tracking numbers, graffiti, torn covers, pages spoiled by food and or liquids, including water.

Students who return books with damage that is capable of being repaired and reissued will be charged a repair fee commensurate with the damage incurred rather than replacement cost.

Terms of Agreement

1. I am at least 18 years of age and a parent/guardian of a currently enrolled Proverbs 22 student.
2. I understand that the materials borrowed to me are the property of the Proverbs 22 Library Lending Program.
3. I am responsible for the condition of the materials borrowed. I bear the full responsibility for the return of the borrowed materials in reusable condition and for payment of fees and new book replacement costs if borrowed materials are lost, stolen, or returned in unsatisfactory condition. Unsatisfactory condition includes damages incurred to the borrowed material as determined by the Proverbs 22 staff, including but not limited to torn covers, torn pages, or liquid damage.
4. I will return the borrowed materials to Proverbs 22 on or before the return date. Proverbs 22 is not responsible for reminding me of the rental return date and is not responsible for materials shipped back to P22.
5. If my Materials are not returned by the return date or if I have outstanding charges, I acknowledge and accept that I will not be eligible for the P22 Lending Program for the following semester or until all outstanding fees are paid, whichever is later.

6. Replacement of borrowed materials must be comparable replacement and exact duplicate (correct ISBN, title, author, edition, etc. required). Replacements will be accepted with the approval of the Proverbs 22 Director or Assistant Director.
7. If I withdraw from Proverbs 22, borrowed materials must be returned immediately, even if I will be taking the course in a future term.
8. I understand that I am borrowing this material for one semester/school year only. If I need the material for future semesters/school years, I must return the book to Proverbs 22 by the deadline and check out the following year.
9. A copy of this Agreement is provided to those who borrow materials from Proverbs 22, and this does not need to be signed to be in effect.
10. I have read and fully understand the provisions and the terms of this Agreement as outlined and I agree to adhere to all conditions and terms as stated.