

Name	School/Group:	
Address:	County:	
City/State/Zip:	E-Mail:	
Phone:		
Grade/ Age	# Classes	# Students

Archaeology Science Box

Terms Of Borrowing

Please call to arrange a time to pick up the kits.

1. Borrower must present one of the following forms of identification upon pick-up
 Valid Driver's License
 Picture I.D
2. Borrower must pay a damage deposit of \$50.00 per box. Deposit (minus the \$5 maintenance charge) will be refunded upon return of undamaged loan materials and completion of questionnaire.
3. Boxes are loaned for a two-week period, which will not be renewed.
4. No more than two boxes may be checked out at a time.
5. Boxes may only be picked up during the designated time.
6. All boxes must be returned before additional items are checked out.
7. A late fee of \$2.00 will be charged for each day that each box is overdue. If overdue fines extend over 30 days, the borrower will be charged for the entire replacement cost of the box.
8. Borrower accepts full responsibility for all materials checked out in their name. The replacement cost for lost or damaged items will be charged against the deposit; additional charges may be necessary.
9. Borrowers must complete the questionnaire when returning natural history kits. Please note that your deposit will be held until this is completed.
10. Natural History Kit Care:
 - a) Please follow any special handling instructions inside each kit.
 - b) Do not throw or drop kits; they contain fragile specimens.
 - c) Do not attempt to make any repairs to the natural history kits materials.

I have read and agree to comply with the terms outlined above. *Please note that a failure to comply with the loan program rules may result in a loss of borrowing privileges.*

BORROWER'S Signature: _____

DUE DATE: _____

Staff Use Only

Check Out Date		Check In Date
Deposit \$	Check #	Receipt #
Staff Signature, Check-out		Staff Signature, Check-in
Deposit Returned, date		Check Request #

