

**The Columbus Museum Teachers Resource Center
Loan Agreement
August 2004- May 2005**

Name: _____

School: _____

School Address: _____

School Phone: _____

School Fax Number: _____

Grade and Subject: _____

Home Phone: _____

Email Address: _____

It is the responsibility of the borrower to ensure that all materials on loan from the Teacher Resource Center will be properly cared for and returned within two weeks from the date of check out. Proper care includes agreeing to not remove any labels identifying the resource as property of the Columbus Museum, rewinding all cassettes and videos, and placing the materials in a safe location for the duration of the loan.

I agree to return all materials borrowed from the Columbus Museum's Teachers Resource Center at the end of the agreed upon loan period (two weeks for all materials except Traveling Trunks) in undamaged condition. Should any materials become lost or damaged I will inform the Columbus Museum's Education Department and make arrangements to replace or repair items if necessary.

I have read and agree to the conditions listed above:

Name

Signature

Date

Please keep a copy of this form for your records. A complete Loan Agreement must be on file with the Education Department in order for materials to be borrowed. Loan Agreements are valid for one school year. Please fax to the Education Department at (706) 649-1070 or drop off during Museum hours.