

## Greater Indianapolis ICF Library Lending Agreement

In support of the professional and personal growth of all Greater Indianapolis ICF chapter sponsors, the board of directors decided to purchase a full set of audio tapes of the presentations and programs presented at the ICF Annual Conference. Through these materials Greater Indianapolis ICF chapter sponsors can access current trends, research, and study in the coaching industry.

The annual fee for using one or more of the library resources is \$20.00. The library items will be available for checking out at every monthly meeting. Maintained with the library will be a list of the chapter sponsors who have signed up and paid to take advantage of this offering. Initially, each sponsor is requested to take a maximum of two session tapes or one CD per month.

Just like a lending library, you will have the opportunity to sign out materials for a one month period. Once the resource (book, tape, CD) is in your hands, you are responsible for ensuring that it is returned, in good condition, at the next meeting. If a tape is not returned at the next program meeting, there will be a monthly \$5 late fee for each library item.

If you know that you will not be at a monthly meeting, you can contact the librarian 48 hours in advance of that meeting. Coordinating directly with the librarian, arrangements may be made to drop off the library item and avoid late fees.

If an item is damaged, unusable, or lost while in your possession, you will be responsible for full replacement. The replacement cost for an audio tape is \$15, CD replacement is \$50. (Please note that the 2004 Conference CDs contain 5 program sessions in mp3 format on each CD and may be borrowed for one month.) Cost includes reorder, shipping, and handling.

If you decide to take advantage of the above program, please sign below and turn this in at the Library table along with your check payable to Greater Indianapolis ICF.

***By signing below I agree to abide by the copyright laws regarding these materials.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_