



APPENDIX 19.2

Guam Public Library System Duplication/Loan Agreement Form

() Duplication Subject to condition for Duplication listed on back, GPLS agrees to permit for duplication the material(s) listed below to:

() Loan

Subject to <u>Condition for Loan</u> listed on back, GPLS agrees to permit for the loan of the material(s) listed below to:

(Please Print) Last Name	First Name		MI
of			
Name	of institution / organizati	on / company	
Address	s of institution / organizat	tion / company	
Telephone number	Fax Number	E-ma	il Address
Duplication / Loan Period From	n:	To:	
Sole purpose of Duplicat	tion / Loan (research, cop	y, exhibition and location	on, etc.)
Director's Signature / GPLS Library Technician Supervisor Signature		Patron's Signature	
Date		Title	
		Date	

Completed forms can be returned to GPLS via fax at (671) 477-9777 or email at gpls@gpls.guam.gov. Should you require further information or assistance, call us at 475-4751.

Equal Opportunity Employer





Conditions for Duplication and/or Loan:

1) The Guam Public library System permits patrons and others to loan or duplicate materials for exhibits, research, collections, publications, electronic/digital media, video production and other purposes. All duplicating and/or loaning materials is done with the approval of the Director of GPLS only.

2) GPLS shall require one of the following two credit lines, or a similar statement of all objects used:

"From the Collection of the Guam Public Library System" "Courtesy of the Guam Public Library System"

- 3) Objects borrowed shall remain in the location specified in the Agreement Form. The director of GPLS shall be notified of any change location prior to the change.
- 4) Materials for duplication or loan shall be returned in the same condition as when removed from GPLS.
- 5) Duplicated or loaned materials are for one-time use only.
- 6) Materials for duplication or loan can only be used for sole purpose specified in Agreement Form.
- 7) GPLS requests at least one copy of the finished work at time of completion.
- 8) The Director of GPLS has the right to recall any materials at anytime.

<u>Liability</u>

The patron/borrower will be responsible for materials not returned or damaged.

The patron/borrower acknowledges that he/she accepts the <u>Conditions for Duplication or Loan</u>. **Attachment A** lists materials received by patron.

Date:





Attachment A

Call Number	Title/Description	Type: AV, Book, Picture, etc.	Condition	Estimated value & Director's initial

List of Material(s) for Duplication and/or Loan

Received by:

Patron

Director/GPLS Library Technician Supervisor

Date

Approved by the Guam Public Library System Board of Trustees September 21, 1998





Guam Public Library System Charges for duplication of photographs

Black and white prints:

Size	From Negatives	From Print
5 x 7	\$ 2.50	\$ 3.50
8 x 10	\$ 5.00	\$ 6.00
11 x 14	\$ 10.00	\$ 11.00

Color Prints:

Size	From Negatives	From Print
5 x 7	\$ 3.00	\$ 4.00
8 x 10	\$ 6.00	\$ 7.00
11 x 14	\$ 12.00	\$ 13.00