



**GUAM PUBLIC LIBRARY SYSTEM**  
*Sisteman Laibirihan Pubbleko Guáhan*  
 A Division of the Department of Chamorro Affairs  
 Government of Guam



Honorable Edward J.B. Calvo  
 Governor of Guam

Raymond S. Tenorio  
 Lieutenant Governor of Guam

Johnny G. Sablan  
 DCA President

## 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 Condition for Loan 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 / organization / company

\_\_\_\_\_  
 Address of institution / organization / company

\_\_\_\_\_  
 Telephone number Fax Number E-mail Address

Duplication / Loan Period From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
 Sole purpose of Duplication / Loan (research, copy, exhibition and location, etc.)

\_\_\_\_\_  
 Director's Signature / GPLS Library Technician  
 Supervisor Signature

\_\_\_\_\_  
 Patron's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**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.

**Liability**

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

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

Signature of patron/borrower: \_\_\_\_\_  
(signature)

Title of position: \_\_\_\_\_  
(print)

Institution/organization/company: \_\_\_\_\_

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



**Guam Public Library System**  
**Charges for duplication of photographs**

**Black and white prints:**

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

**Color Prints:**

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