



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



APPENDIX 2.10

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



Charges for Xeroxing

<u>Black & White</u>		<u>Color</u>	
<u>Size</u>	<u>Price</u>	<u>Size</u>	<u>Price</u>
8 ½ x 11	15¢	8 ½ x 11	\$1.00
8 ½ x 14	15¢	8 ½ x 14	\$1.50
11 x 17 (Tabloid)	30¢	11 x 17 (Tabloid)	\$2.00