WGTE Early Learning Lending Library Agreement

*Select **FILE** and **PRINT** to print this agreement. Be sure to fill it out completely, sign and date, and return it with payment to the address at the bottom of the form.*

Center/Individual Name:_____

(If Center) Contact Name:_____

Address:_____

City/State/Zip_____

Email address:_____

Phone:_____

Note: A major credit card is required (on file) to secure materials. Please indicate:

Type of card:_____
Number:_____
Exp. Date:_____

(Note: Credit Card is not a requirement of current WGTE members.)

Check the description that best describes your early learning environment:

- ☐ Childcare center
- ☐ Daycare/home provider
- ☐ Community Agency
- ☐ Individual Parent/Other Adult
- ☐ Before/After School Program

Are you a current WGTE member?

- ☐ Yes
- ☐ No

Numbers of persons in your program:

Adults _____
Children _____

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Upon approval, WGTE will provide a loan of a variety of VHS videocassettes, books, Extend the Learning Kits, and other materials to the borrower. Items can be loaned for a period of two weeks. Late fees are $1 for each business day beyond the due date. Borrowed items are limited to two items per center/individual during one lending period.

Annual fees are $25 for childcare/preschool centers; $20 for individual teachers and parents who are not current members of WGTE; $10 for individual teachers and parents who are current members of WGTE. Borrowers will be notified by WGTE during the month prior to the expiration of their Early Learning Lending Library agreement, with an option for renewal.

The borrower is responsible for picking up and returning items to WGTE, 1270 S. Detroit Avenue, Toledo OH 43614. Make checks payable to WGTE Public Broadcasting.

I accept and understand WGTE Early Learning Lending Library policies and procedures. I accept full responsibility for the VHS tapes, books, and Extend the Learning Kits and their contents borrowed by me or my agency or its representatives. I understand that I am liable for replacement of materials in the case of damage, loss or theft.

Signature: _____

Title: _____

Date: _____

Amount Enclosed: _____

Return this form, with payment to:

Director of Early Learning and Outreach
WGTE Public Broadcasting
PO BOX 30, Toledo OH 43614