

FOUNDATION CENTER-ATLANTA'S LENDING SERVICE BORROWER'S AGREEMENT



In order to lend items free of charge to registered borrowers AND maintain the collection's quality for all visitors, the Foundation Center-Atlanta now requires borrowers to leave a form of collateral if they wish to take items out of the Center. Please note that this service is free as long as you return your items in a timely manner.

HOW TO REGISTER TO BORROW ITEMS

Read this Borrower's Agreement, then fill in and sign the form on page 2. Take your completed form to the reference desk with a valid photo ID and proof of address (e.g., utility bill, lease, mail, etc.). Please notify us if any of your contact information changes.

WHAT TO BORROW AND FOR HOW LONG

Up to 2 items marked with round, orange "✓" labels can be on your account at any time. Items may be borrowed for 2 weeks. Renewals or reserves are unavailable at this time. Items not returned by their due date will be considered overdue, and you will be notified. **If you provide an email address, we will use email as our primary means to contact you.**

HOW TO BORROW ITEMS

Once you are registered, for each time you wish to borrow items to use outside of the Center, you will need to provide a valid photo ID AND ONE of the following forms of collateral:

- a valid credit card
- a valid debit card
- a personal check written for the total list price of the borrowed items plus \$10
- cash equal to the total list price of the borrowed items plus \$10

If you cannot provide a form of collateral, you are welcome to use the items in the Center. Our staff can also help you check if they are available in your local public library.

In providing registration and transactional information to the Foundation Center-Atlanta, you agree to provide true, accurate, current and correct information about yourself, and to notify the Center of any changes.

*****YOUR RESPONSIBILITIES AS A BORROWER*****

By signing this agreement, you agree to assume full responsibility for items borrowed on your account. This means that you will agree to return items on time in the same condition. This also means that **if items are damaged, lost or otherwise not returned by the stated due date, you are authorizing the Foundation Center-Atlanta to charge your payment method the items' value based on their list price plus a \$10 processing fee.**

For example, if you borrow two items, each with a list price of \$34.95, and you damage them or do not return them within the 2-week grace period after the stated due date, we will automatically charge \$79.90 to your credit or debit card. If you provided a check or cash as collateral, you will forfeit the amount.

You are solely responsible for any and all fees charged to your payment method by the issuer, bank, or financial institution, including, but not limited to, membership, overdraft, in-sufficient funds and fees for exceeding your credit limit.

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If your payment method fails for any reason (declined charges or bounced check, for example), the Foundation Center-Atlanta will notify you, and you will have 7 days from the notification date to update your payment information.

HOW TO KEEP YOUR BORROWING PRIVILEGES

You can borrow items as long as you have not exceeded the 2-item limit; you do not have overdue or outstanding items on your account; and your contact information is current. If the Foundation Center-Atlanta is unable to complete a transaction after repeated attempts, or if it has reasonable grounds to suspect that any information you provided is untrue, inaccurate, not current or incomplete, it has the right to suspend or terminate your borrowing privileges indefinitely or until your account is reconciled.

HOW TO CONTACT US

The Foundation Center-Atlanta is open Tuesday-Friday, 10am-5pm (first Tuesday and last Thursday of each month, 10am-8pm). Please visit us at 50 Hurt Plaza, Suite 150, Atlanta GA, 30303; call us at 404-880-0095; or email us at ATCirc@foundationcenter.org.

PLEASE PRINT

Name			
Organization			
Home address			
City State ZIP			
Phone 1	()	Phone 2	()
Email address			
I am / I represent a(n): (check all that apply)			
<input type="checkbox"/> Nonprofit organization	<input type="checkbox"/> Higher education	<input type="checkbox"/> Other (please describe):	
<input type="checkbox"/> Jobseeker	<input type="checkbox"/> Government		
<input type="checkbox"/> Individual grantseeker	<input type="checkbox"/> Media		
<input type="checkbox"/> Grantmaker/funder	<input type="checkbox"/> For-profit organization		

My signature below indicates that I will comply with the terms and conditions stated in this agreement in order to use the Foundation Center-Atlanta's lending service. I understand that the terms and conditions of this agreement are subject to change. (These can be viewed at <http://foundationcenter.org/atlanta/library.html#lendingprogram>.)

Signature _____ Date _____

----- **STAFF USE ONLY** -----

Staff initials & date _____ User ID# _____