



User fee paid _____ Recorded _____ Checked in _____ Email Date _____
 Deposit CC _____ Check _____ Destroyed _____ Returned _____

GLOBAL & MULTICULTURAL RESOURCE CENTER

Borrower's Inventory and Liability Agreement

The WAC's Global & Multicultural Resource Center welcomes you to explore the arts, daily life and human rights issues of the world's people through our Cultural and Equity Bridge Boxes and Resource Library. Many individuals have lovingly contributed to the creation of these boxes. The Center tries to ensure that all of its materials are accurate, genuine and culturally sensitive. As we are constantly in the process of reviewing and upgrading our materials, your contributions and feedback are most welcome!

User and Renewal Fees: In exchange for access to these materials we charge a small user fee, on a sliding scale, to help defray the cost of ordinary wear and tear. Materials can be renewed if not on reserve for others. Renewals can be made by phone and fees will be charged for additional time.

Please fill out the required information and read terms before signing the agreement. Please write clearly

DATE TODAY _____ **DATE DUE** _____

NAME _____

TITLE _____ **ID#** _____

SCHOOL/ORGANIZATION _____

HOME ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE (home) _____ **(work)** _____

EMAIL _____

Reason for borrowing _____

LIABILITY AGREEMENT TERMS

When borrowing materials from the Center I promise to:

- See that cultural items are handled with care, under adult supervision.
- Inventory items before I return boxes (*use checklists in box lids and on plastic bags.*)
- Repack boxes the way I found them. This means:
 - Return items to correct box number and packet (*each item is numbered and listed on a topical plastic bag.*)
 - Stand individual files in rear of box. do not lay in bottom and pile other items on top of them.
 - Stand thin packets in front of files.
 - Lie bulky packets in front of thin packets.
 - Fold clothes neatly. place carefully in bag.

If you are unsure where to file something, set it aside for us!

- Use cultural sensitivity: please use our "suggested guide" for ideas on how to present materials in a culturally sensitive, interesting way.
- Try to invite guest speakers: we recommend that you use our boxes as a catalyst for introducing your students to people from other lands and backgrounds. Call and we will help make arrangements!

Please sign agreement below

I have read the terms of the agreement above and promise to abide by them. I realize that I am fully responsible for these unique and valuable materials and will return them in the condition and order in which they were received. I realize that deductions will be made from my deposit for damage, loss or extraordinary time spent reorganizing materials. If everything is in order following inspection my deposit of \$_____ will be returned in full.

Borrower's signature _____ **Date** _____

Staff signature _____ **Date** _____

Please consider supporting our program by becoming a MEMBER of the World Affairs Council of Oregon. The benefits are many.