

Pupil Transportation Library and Equipment Loan Agreement

School District/ School/Agency:

Contact Person:

Address:

Phone:

Email:

Check out Procedures:

- To check out library or equipment items (hereafter, materials), Oregon Department of Education (ODE) must have a signed agreement on file; agreements are updated annually.
- To request materials, email buslicense@ode.oregon.gov
- You may check out 3 items at a time.
- Check out period is for two (2) weeks.

Damage Policy:

Except for normal wear and tear, replacement and shipping fees will be charged for lost or damaged items. Damages and replacement fees will be reviewed by ODE on a case by case situation.

Terms of Agreement:

In borrowing materials from the ODE Pupil Transportation, we (district/charter school/agency) agree to:

- ☐ **Obey software and other copyright laws.** We will not make copies of borrowed books, videos, software, and other copyrighted materials. We will remove borrowed software programs that were temporarily installed on any of our computer hard drives prior to returning the original software to ODE.
- ☐ **Follow all stated procedures for requesting materials from ODE.** Immediately notify ODE at buslicense@ode.oregon.gov if equipment malfunctions or ceases to operate. No attempts to repair malfunctioning equipment will be made without authorization.
- ☐ **Assume responsibility for the cost of repairing materials damaged as a result of abuse, neglect, or carelessness.** Reimburse ODE at current market value, if the material is lost, stolen, or damaged beyond repair.
- ☐ **Assume responsibility for returning materials by the stated due date.** Materials MUST be returned in its original packing container using tracking means. This requirement is both for your protection and ours. Failure to return materials on time may result in late charges.
- ☐ **Acknowledge this agreement is in effect for one (1) year period and must be renewed annually.**
- ☐ **Have our loan privileges suspended or revoked if we do not abide by these requirements.**

AUTHORIZED SIGNATURE:

Date

Printed name and Title