Trans-Amigos Express Lendables Program - Borrower Agreement

The TAE Lendables Program provides participating Trans-Amigos Express (TAE) libraries with access to shared materials for library programming, educational activities, outreach, exhibits, and other library purposes.

1. Eligibility

The TAE Lendables Program is available to libraries participating in the TAE/TExpress courier service and in good standing with Amigos Library Services.

2. Borrowing

- The standard checkout period is 21 days.
- Materials must be returned by the due date.
- TAE Participants may borrow one item at a time.
- Holds and reserves are not available during the pilot.

3. Permitted Uses of TAE Lendables Program Materials

Program materials are intended for library use in support of:

- Programs and educational activities
- Community outreach
- Exhibits and displays
- Staff-led activities

These uses may take place in the library building or at an external site under the library's management.

4. Care of Materials

The borrowing library is responsible for the care and security of materials while they are checked out.

The library agrees to:

- Use materials appropriately and follow any instructions provided.

- Keep all components of a kit or collection together and not modify, alter, or permanently attach anything to the materials.
- Protect materials from loss, damage, weather, food, liquids, and other hazards as appropriate.

5. Returning Materials

Materials must be returned using the **Trans-Amigos Express courier,** appropriately labeled**,** and in the packaging provided or designated by Amigos.

The borrowing library is responsible for ensuring that:

- All pieces and components are returned.
- Items are packaged securely for courier transport.
- Materials are returned by the assigned due date.
- Any problems with the return shipment are reported promptly to TAE@amigos.org.

6. Lost or Damaged Materials, or Difficult Circumstances

The borrowing library agrees to notify TAE@amigos.org immediately if materials are lost, damaged, or missing components. The borrowing library additionally agrees to contact TAE as soon as possible if there are any difficulties returning the material by the due date.

7. Safety

The borrowing library is responsible for using materials in accordance with provided instructions, safety information, and determining whether materials are appropriate for the intended audience or program.

Library Name: _____

Authorized Staff Member: _____

Email: _____

Signature: _____**Date:**_____

For questions or to report a lost/damaged item, contact TAE@amigos.org.