i'm your neighbor books

Welcoming Library: Borrower Agreement

I'm Your Neighbor Books (IYNB) is thrilled to collaborate with you to help build conversations about immigration, welcoming, and belonging using our Free & Touring Welcoming Library (WL). The loan of this collection and its shipping both ways is available to your institution at no cost thanks to a generous donation from an IYNB supporter.

Please review this agreement, contact us with any questions, and return the form signed to Ange Ishimwe at info@imyourneighborbooks.org.

Agreement language, always a series of don'ts, should's, and if's, does not always sound welcoming. Please consider IYNB your partner in this loan and we look forward to making the loan smooth and productive for all.

LOAN PERIOD

This WL is on loan to you for 4 weeks. Those loan dates are:

_____

The last date of your loan period is the date it should be picked up by your local UPS driver or dropped off at a UPS Store. Please plan your time with the WL accordingly.

To maintain fair and equal access to this shared national resource, this WL should be returned on or before this due date. Responsibility for the timely return falls solely on the user and not with IYNB. A WL given to UPS after the due date and holding up the circulation to other libraries may result in a $50 per week fine.

COMPONENTS

Items in the WL and the WL in its totality are the property and copyright of IYNB.

Users are responsible for returning WL materials complete and in the same condition they were originally borrowed. This includes all the books, book display parts, charging accessories for the Wonderbook editions, and any other items listed on your WL Inventory Sheet.

We understand that books can go missing and sometimes where they end up is exactly where they are needed most. A missing book or a book damaged beyond reuse may be billed to you at $20.

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There is occasional and understandable breakage on components of the book display. If damage beyond normal wear and tear occurs, you may be billed at a percentage reflective of the loss of the total $550 book display value.

If the worst happens and the entire WL is lost or destroyed during your loan period, you may be billed at the WL's full $2500 value.

LOCAL CIRCULATION OF BOOKS

Whether you circulate the books to students or patrons is up to you. You will find an editable inventory sheet and borrowing reminder slips in our online WL toolkit located at https://imyourneighborbooks.org/welcoming-library/toolkit/.

Circulating books does increase the risk of being able to return the collection to IYNB in full. IYNB wants the books to do their best work on location and we can occasionally accommodate a book that gets shipped to us solo a week after your return. Please communicate a late book to Ange Ishimwe at 207-613-1619 or info@imyourneighborbooks.org. You are responsible for shipping and the cost of shipping that late book.

UNPACKING

It is important to save the cardboard boxes your WL crates have shipped in for the return shipment. Without these boxes, UPS charges IYNB an extra $36 for the return shipment. If UPS charges us this amount for the return shipment, we may have to pass that fee on to you.

Please check the contents of the crates against the WL Inventory Sheet to make sure your WL is complete. Contact us immediately if something is missing.

REPACKING

Arrange for a local UPS pickup of your two boxes. The boxes can also be dropped off at a UPS Store location. NOTE the return shipping has been paid for by IYNB, but the arrangement for the UPS pickup is up to you.

Please check all of the WL components against the WL Inventory Sheet to make sure your WL is complete. Contact us immediately if something is missing.

When repacking please place the books in the crate marked WL BOOKS and the book display in the box WL SHELF.

Please be careful to pack in a manner in which the books and book display components will not shift in the shipping process.

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Insert a zip tie in the holes on each end of the crates to ensure that they stayed closed on their journey. The zip ties are in your notebook.

Place the crates in the saved cardboard boxes noting which boxes the WL BOOKS crate and WL SHELF crate go into. The weights of the crates are different and will need to be matched to the corresponding return shipping labels.

Seal the boxes securely and place the UPS shipping labels on the tops of the boxes. Please note that the label with the lighter weight belongs on the WL SHELF box.

Please email Ange Ishimwe at info@imyourneighborbooks.org to let her know that the boxes have been picked up by UPS.

REACH OUT

Reach out to Ange Ishimwe at info@imyourneighborbooks.org or 207-613-1619 with any questions, concerns, or ideas.

NOTES

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YOUR AGREEMENT

_____ I have read the Free and Touring Welcoming Library Agreement and I agree to abide by its terms.

_____ I agree to be responsible for all materials borrowed from IYNB.

_____ I will notify IYNB immediately if the contact information for my location changes.

_____ I agree to be held financially responsible to the IYNB for any WL loss, damage, or fees as stated above.

Initial the above agreements and sign and date.

_____

Print Name

_____

Signature

_____

Date