Fairfield County District Library
Agreement for Institution Delivery Service

Complete the form to apply for a FCDL Delivery Account. Upon receipt, you will be notified of your status within 5 to 10 business days. If you have any questions, contact the FCDL Outreach Department at (740) 653-2745, extension 170 or by email at mjohns@fcdlibrary.org.

Please Print

Institution Name_____

Address_____

City, State, Zip_____

Phone (____) _____ Fax (____) _____

Institution Contact_____

Phone (____) _____ Email _____

The information provided on this agreement will not be released to other individuals, institutions, or agencies except as provided for in Section 149.43 Ohio Revised Code, The Public Records Act.

OUTREACH SERVICES AGREEMENT

The library will deliver a collection of materials every four weeks based on the institution's needs.

It is the responsibility of the institution to:

- ✓ Notify the library of any name, address, or telephone changes.
- ✓ Take reasonable care of library materials and equipment.
- ✓ Have materials boxed and ready before scheduled pick up/delivery.
- ✓ Pay all fees for lost or damaged materials.

I agree to the above terms and understand that failure to follow them may result in delivery suspension or revocation of delivery services.

_____ Date:_____
Signature of the Institution Representative

Return completed application to:

Fairfield County District Library
Outreach Services
219 North Broad Street
Lancaster, OH 43130

To fax agreement, send to (740) 653-4199

To email agreement, send to mjohns@fcdlibrary.org