



LOAN AGREEMENT

Prevent Child Abuse – New Jersey (PCA – NJ) will honor requests for materials as they are received. If resources are needed by a specific date, please place request two weeks in advance of date needed. All resources are available for free loan through the Resource Center housed at PCA –NJ offices. Borrowers who are unable to visit the center may receive materials through the mail, but must assume responsibility for shipping and handling.

The undersigned claims responsibility for the following:

- The care of PCA–NJ materials
- Replacement cost of materials damaged or lost by the borrower
- Notifying PCA-NJ if materials are damaged when they arrive at your office
- Return of materials in adequate protective packaging
- **Shipping of materials on or before their due date**
- Payment of \$4.00 shipping fee via UPS (if the undersigned is unable to personally pick up materials)
- Payment for return shipping via UPS, Federal Express or Priority Mail to PCA-NJ (if the undersigned is unable to personally return items)

Conditions for Borrowing

Borrower must have appropriate agency representative assume responsibility for the worth of those materials. (fill out sections 1 & 2)

(1) Borrower's Name _____
 Signature _____
 Position (if applicable) _____
 Organization (if applicable) _____
 Shipping Address _____
 City & State _____ Zip _____
 Work phone _____ Home phone _____

(2) I have read and understood the above and agree to the terms stated. I authorize the above individual to borrow materials from PCA-NJ. I understand that not following these procedures may lead to the loss of loan privileges and a charge to your agency for the worth of the above materials. I will assume responsibility for these materials, in the event that they are lost or damaged, until returned to PCA-NJ.
 Note: Should be signed by Agency Rep., such as Supervisor or Fiscal Manager.

Authorized Signature _____ Date _____
 Print Name and Position _____

**THIS AGREEMENT MUST BE SIGNED AND RETURNED TO PCA-NJ
 BEFORE MATERIALS CAN BE BORROWED.**

Parenting Education Resource Center, PCA-NJ
 103 Church Street, Suite 210
 New Brunswick, NJ 08901
 1-800-CHILDREN
 (1-800-244-5373)

<http://www.PreventChildAbuseNJ.org>

