

Poughkeepsie Public Library District  
Frederick Douglass Traveling Exhibit Checkout Agreement

The Frederick Douglass Exhibit is available to display at area schools, museums, and community centers. Organizations must have a contact person who is responsible for the exhibit and for communication with the Library District.

Guidelines for Borrowing and Returning

- 7 day loan period to a borrower that is a Poughkeepsie Public Library District resident, 18 and over, *with* a PPLD Library Card for at least six months, and with no fines.
- The Exhibit may be checked out and returned during opening hours at Adriance Memorial Library with a staff member at the circulation desk. All components (instructions, parts, carrying cases, and housing case) must be present and in good condition upon return.
  - If the Exhibit is NOT returned by due date the borrower will be charged \$5 per day for every day late.
  - If the Exhibit is stolen or lost, you will be charged for the entire cost of \$2250.
  - If any carrying case is missing there will be a charge of \$20 each.

The Library District reserves the right to ask borrowing organizations to obtain a certificate of insurance for the Exhibit.

By signing below, the responsible party acknowledges that they are responsible for all charges accrued and for any damage to the Frederick Douglass Traveling Exhibit during the lending period, and for the full replacement cost if the is lost or returned in an unusable condition.

Responsible Party Name (Print): \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_

**When Returned Library Staff Must Check-In and Initial:**

\_\_\_\_ Housing Case and all parts returned. Library Staff Initials: \_\_\_\_ Date: \_\_\_\_

If a part is missing, do not check back in, notify supervisor, and mark part(s) missing below:

\_\_\_\_ housing case    \_\_\_\_ tags and instructions intact    \_\_\_\_ instructions and resources binder  
\_\_\_\_ display stands    \_\_\_\_ cases for each stand