

# Loaned Items Use Agreement

Manatee County Public Library System

In accordance with the Manatee County Public Library Display Areas Policy,

I/we, \_\_\_\_\_ (name of person/entity making loan)

have been asked to loan the following materials to the Library System:

(descriptions of materials and photos may be attached as needed)

**Branch location:** \_\_\_\_\_

Loaner name: \_\_\_\_\_

Loaner address: \_\_\_\_\_

Loaner telephone: \_\_\_\_\_

Assigned delivery date: \_\_\_\_\_

Assigned install date: \_\_\_\_\_ Removal date: \_\_\_\_\_

I/we have been provided a copy of the Manatee County Public Library Display Area Policies. By executing this agreement, I/we acknowledge that I/we understand and agree to the terms and conditions of that policy.

Loan made by:

\_\_\_\_\_  
signature of owner of loaned items

\_\_\_\_\_  
date

Receipt of loaned items approved by:

\_\_\_\_\_  
Library Services Mgr.

\_\_\_\_\_  
date

Approval not valid unless the Agreement is complete and executed by the Loaner first.