

TMCA Loan Library
BOOK LOAN AGREEMENT

with TMCCP enrollee _____
(print or type name)



TEXAS MUNICIPAL CLERKS ASSOCIATION, INC.
TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM
1155 Union Circle #305067, Denton, Texas 76203-5067 • ph 940-565-3488 • fax 940-565-2012

1. **Complete and submit this form with the required refundable one-time \$50 deposit.**
Payment can be made via **credit card** (email this form to miriam.sheehan@unt.edu) or via **check or money order** payable to Texas Municipal Clerks Certification Program or TMCCP (use mailing address at top of this document).
2. Each of the four certification courses consists of four modules. Textbook(s) are loaned for one module at a time and must be returned within **45 days**; if you would like a loan extension, contact the Texas Municipal Clerks office *in advance of your due date* to see if an extension is possible (extensions are not possible when book[s] are overdue). **There is a late charge of \$1.00 per textbook per day** that a Loan Library textbook is overdue. A Loan Library textbook must be postmarked on or before its loan due date to avoid late charges.
3. **If TMCCP does not receive the textbook(s) in a timely manner, your city will be invoiced for the full purchase price of the textbook(s). Please do not mark in the library textbooks.**
Significant **damage** to Loan Library textbooks will result in payment due for the full purchase price of the textbooks. In case of loss of or damage to textbook(s), the deposit will be forfeited and borrowing privileges may be lost.
4. The book loan deposit will be **refunded upon receipt of loaned textbooks in the office and a written request** indicating specifically to whom the refund should be made.

*I have read and understand the terms of the
TMCA Loan Library Book Loan Agreement.*

Signature

Name (print or type)

Today's Date

Title

Name of City of/Business

Phone Number

Address

Email

City/State/Zip