

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 • 940-565-3488 • municlerks@unt.edu

- Complete and submit this form with the required one-time \$100 TMCA Loan Library fee.**
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).
- 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 business day** that a TMCA Loan Library textbook is overdue. A Loan Library textbook must be postmarked on or before its loan due date to avoid late charges.
- If TMCCP does not receive the textbook(s) in a timely manner, you or your city/organization will be invoiced for the full purchase price of the textbook(s).** **Please do not mark in the library textbooks.** Loss or significant **damage** to TMCA Loan Library textbooks will result in payment due for the full purchase price of the textbooks.
- HOW TO SHIP OUR TEXTBOOKS BACK TO US: Do not** send our textbooks to us via "USPS Priority Certified." It will not be delivered to our offices; this inconveniences the TMCA staff by forcing us to travel across town to retrieve your package from the University Union for a signature. This slows down the Loan Library book turnaround for you and others. If you desire to track your package, please use FedEx or UPS instead.

Textbooks are not as sturdy as they once were. These library books can be fragile and well-used. **PLEASE RETURN BORROWED BOOKS IN A BOX or a well-padded mailer.**

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

Signature

Today's Date

Name (print or type)

Title

Phone Number

City of/Business (if applicable)

Cell Phone Number (optional)

Mailing Address for Textbooks *This is my:* home office

Email (required)

City/State/Zip