

# Lending Library Rules and Checkout Form

addressources.org

**All materials are due within 30 days with a fine of \$0.25/day for each overdue item.** Persons with unpaid fines cannot borrow from the library. If materials are more than 30 days overdue, the deposit will be cashed. You must be a member or registered library user to borrow from the lending library.

## Borrow in Person at Monthly Meetings

1. Write a deposit check for the value of the borrowed materials (noted after each item). When materials are returned, the deposit is destroyed.
2. Materials may be borrowed and returned at our monthly meetings.

## Borrow by Mail

1. Complete the request form below, noting the item type (**B** for books, **V** for videos, and **A** for audio tapes), the item number, a brief title, and the deposit amount.
2. Send **two checks** made out to *ADD Resources* (one for the deposit and the other to cover postage and handling). Or send us your credit card information. If paying by credit card, you need to call us with your order or email us your order, sending your credit card number in one email and the expiration date in another.
3. Or fax your order to 253-572-3700.
4. You may keep items 30 days. After that you will be charged \$0.25/day per item in overdue fines.

Type B A V	Item #	Brief Title	Required Deposit	S&H Fee
				\$5.00
				\$1.50
				\$1.50
				\$1.50
				\$1.50
				\$1.50
				\$1.50
<b>Deposit Check Total</b>			\$	\$
<b>Shipping &amp; Handling Fee Check Total</b> (\$5.00 for the first item; \$1.50 for additional item; Contact us for prices on orders shipped outside the U.S.)				\$
<b>Combined Total</b>	Send two checks. If paying by credit card, we will charge you now for S&H and may charge you additional amounts (\$0.25/day/item) if materials are not returned on time.		\$	

## Mail or Fax Your Order

**Address** Attention Deficit Disorder Resources  
223 Tacoma Ave S #100  
Tacoma WA 98402

**Fax** 253-572-3700

## Billing and Shipping Information

<b>Name</b>				
<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Email</b>			<b>Phone</b>	
<b>Credit Card</b>	MC___ VISA___ Exp Date___/___	<b>Card #</b>		
<b>Signature</b>			<b>Date</b>	