LENDING PROGRAM
POLICY AGREEMENT

Foundation Center has launched a program to lend selected books from its library collection. Library visitors who agree to participate should understand that the policies for this program are subject to change.

Who May Borrow
Library visitors who live or work within the New York City’s five boroughs may borrow books.

What May Be Borrowed
Visitors may borrow up to two books at a time from our lending collection.

Loan Period
Books may be borrowed during library hours for two weeks. In order to allow as many borrowers as possible to have access to the books in the lending collection, there will be no renewals. Books must also be returned during library hours, which are as follows:

Tuesday – Friday: 11:00 AM – 5:00 PM

Overdue Books
Foundation Center staff will notify borrowers by e-mail or phone when books are overdue. Borrowers who fail to return books on time will be denied future borrowing privileges.

Damaged and/or Lost Books
If a book is damaged, lost, or is not returned, the library will submit an invoice to the borrower for full replacement costs, including a $5 replacement fee. Borrowing privileges will be suspended until payment has been received.

Required Documentation
Borrowers must present a valid photo identification card. In addition, the borrower must show proof of current residence in New York City (such as a recent phone bill). If you are not a New York City resident but work in NYC, you must present proof of current employment in NYC (such as a recent pay stub or a letter from the employer) along with proof of current residence where overdue notices and invoices for lost books will be sent.

By signing this Policy Agreement, the borrower agrees to comply with regulations of the Foundation Center’s Lending Program, commits to returning books on time, and assumes responsibility for any loss or damage to materials.

Last Name ____________________________  First Name ____________________________

Signature ___________________________________  Date ______________________

32 Old Slip, 24th Fl, New York, NY 10005, Phone: (212) 620-4230
Circulation Form

Please fill out the following:

Visitor Information

Last Name ____________________________  First Name ____________________________

Street Address _________________________________________________________________

Apt/Suite # _____________________________

City _____________________________  State _____  Zip Code _______________

Phone Number ________________________________

Email Address _______________________________________________________________

-----------------------------------------STAFF USE ONLY-----------------------------------

Title(s)  Call Number (including copy #)  Barcode

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