

**Erie County Department of Health  
Health Promotion & Quality Improvement Division  
MATERIALS LOAN POLICY**



TO INSURE THE TIMELY RETURN  
OF ALL MATERIALS, WE HAVE  
INSTITUTED THE FOLLOWING  
LENDING POLICIES.

**PLEASE READ CAREFULLY**

**ERIE COUNTY DEPARTMENT OF HEALTH  
HEALTH PROMOTION & QUALITY IMPROVEMENT DIVISION  
MATERIALS LOAN POLICY**

Thank you for contacting the Erie County Health Department for educational materials.

Please read the following information regarding our loan policy so that you fully understand your responsibility as the recipient of these materials.

1. The loan period for educational materials is **ten (10) working days** from the time you receive them. Since many schools and organizations are using our materials, we would appreciate your cooperation in returning them at the appropriate time.

Special arrangements may be made for extended loan of materials. This extended loan request will be permitted only if there is no waiting list for the materials and at the discretion of the Director of Health Education.

2. All materials must be picked up and dropped off in person. To assure that you receive credit for returning the materials and to aid us in processing the returns, please fill out the attached form and return it with your loan.
3. Our address is:

Erie County Dept. of Health  
Health Promotion & Quality Improvement Division  
606 West 2nd Street  
Erie, PA 16507

4. Any person or program not returning the materials within the specified time period (unless special arrangements have been made) will receive an **"overdue letter."**
5. If the materials are not returned with **five (5) working days** from the receipt of the overdue notice, the materials will be considered lost. You will receive a second letter with an invoice for the cost of replacing the missing materials, plus reasonable processing and cataloging fees. Payment will be expected within **ten (10) working days**.
6. If materials are not returned in a reasonably similar condition, to which they were lent, they will be considered damaged, and a full or partial fee will be charged for their replacement. Payment will be expected within **ten (10) working days**.
7. If you have any questions regarding the above policy please call:

**Kim Sayre  
Erie County Dept. of Health  
Health Promotion & Quality Improvement Division  
(814) 451-6700**

**Erie County Dept. of Health  
Health Promotion & Quality Improvement Division  
Materials Loan Form**

**Person borrowing, keep this section.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

**You have received the following materials:**

\_\_\_\_\_  
\_\_\_\_\_

Projected Audience for materials \_\_\_\_\_

The value of the materials you have received is \_\_\_\_\_

All materials should be returned to our office by \_\_\_\_\_

**Erie County Dept. of Health  
Health Promotion & Quality Improvement Division  
606 W. 2<sup>nd</sup> Street, Erie, PA 16507 (814) 451-6700**

✂-----

**Office Copy, must have signature below.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**You have received the following materials:**

\_\_\_\_\_  
\_\_\_\_\_

Projected Audience for materials \_\_\_\_\_

The value of the materials you have received is \_\_\_\_\_

All materials should be returned to our office by \_\_\_\_\_

-----  
**I agree to the policy of use and return of the educational materials at the Erie County Department of Health,  
Health Promotion & Quality Improvement Division.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

For Office Use Only: Date Returned: \_\_\_\_\_

Condition Returned: \_\_\_\_\_