



# NIH Work/Life Center Resource Center Lending Agreement

The Work/Life Resource Center collection is available free of charge to all NIH employees. Books, videos, and other circulating materials must be checked out with a circulation card. By applying for and using the WLC circulation card, you agree to the following conditions:

- ◆ **Only NIH employees are eligible to receive cards.**
- ◆ **Materials are available for a two-week loan period. They can be renewed for an additional two weeks as long as no other patron has placed a hold on the item(s). Please call, e-mail, or stop by the WLC to renew.**
- ◆ **Renewals can only be made within one week of the due date. Once a resource has been overdue more than a week it cannot be renewed.**
- ◆ **You can borrow up to three items at a time.**
- ◆ **You cannot borrow materials from the collection if you have overdue items out.**
- ◆ **If you do not return an item after the two week loan period has expired, you will receive an e-mail reminder. This will be followed by a telephone reminder.**

**We are not able to fine you for overdue materials. Please be considerate of other library users and return loaned items by their due date**

DATE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

INSTITUTE/CENTER: \_\_\_\_\_

BUILDING/ROOM NUMBER: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

I agree to the above guidelines:

SIGNATURE: \_\_\_\_\_

BAR CODE (OFFICE USE ONLY): \_\_\_\_\_

Building 31, Room B2B47 | Hours: 8:30 a.m. to 5:00 p.m.,  
Monday - Friday | Phone: 301-435-1619 | Fax: 301-480-0606 |  
e-mail: [wlc@od.nih.gov](mailto:wlc@od.nih.gov) | web site: <http://wlc.od.nih.gov>