



## Learning Commons Resource Rental Agreement

I am entering into this Learning Commons Resource rental agreement with Westmount Charter School. This agreement pertains to all learning resources including textbooks, novels, electronic aids and devices. I agree to the following terms and conditions:

### Terms and Conditions:

1. I understand that I am responsible for all resources originally signed out to me and I will return them in the same condition, subject to reasonable wear and tear.
2. I will check for any damages and will report to the Learning Commons staff **within 24 hours** of the resource(s) being issued.
3. I understand that I need to follow the conditions and rules listed in **Westmount's Students Acceptable Use Policy** when using the electronic aids and devices available for student use.
4. I will clearly print my name in pen on the inside cover of all textbooks/novels assigned to me. A stamped area has been provided in all textbooks.
5. Should I transfer from this school, I will return all my resources no later than my last day of attendance.
6. I further understand that I will be held responsible for the cost to replace my resources if they are lost, damaged or stolen.

**For High School classes** - I will return all my originally assigned resources at the end of each semester unless I am enrolled in a year-long course or "AP" course. Any resources signed out in courses with no final exam will be returned by the last day of regular classes. Remaining resources are due the morning of the scheduled final exam. The exam schedule will be posted on the website plus my teacher will keep me informed. I will return any resources associated to year-long courses the day of the scheduled exam in June.

- a. If I withdraw from/drop a course, I will immediately return all resources signed out for that course.
- b. If I fail to return my resource(s) by the final date for the first semester, I understand that I will not be able to sign out textbooks until my library account has been cleared.
- c. I will not be able to sign out textbooks second semester until I pay the replacement costs of lost or damaged resources from the first semester.
- d. The final day to return all textbooks/novels for each semester is by noon on the last day of scheduled exams. If I fail to return my resource(s) by the final date, I understand that I will be charged the replacement cost.

7. ***For Mid School classes*** - Throughout the school year, I will return my novel study when my teacher has indicated that we have finished with it. If I fail to return it I understand that I will not be issued the next assigned novel until I have returned or paid for the previous novel.
- a. I will return all my originally signed out resources at the end of the school year. The date will be provided to me.
  - b. If I fail to return my resource(s) by the final date, I understand I will be charged the replacement fee.
  - c. If the fee is not paid by the end of June, the amount will be added to my following year's school fees.
8. If school fees are not paid, I will not be able to sign out resources for the following school year.
9. Non-returning students will be invoiced for the amount owing.

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Area for digital Signatures

I have read, understood and agree to this Learning Commons Resource rental agreement.

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(Student)

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(Parent/guardian)