

Appendix

MEMO OF AGREEMENT (Sample)

_____ agrees to be
(Name of District/School/Organization)

financially responsible to the _____

Library for any lost or damaged material charged to the

_____ barcoded library card.
(Name of School/Organization)

Print or Type Name of Financial Officer

Signature of Financial Officer

(Title)

(Dated)

Name of Librarian/Media Specialist _____

Library Address _____

Phone Number _____