Washington Association of Medical Staff Services

Lending Library Agreement

Items are available to all WAMSS member on a first come, first serve basis. Items requested are subject to availability.

Upon receipt of this signed request and verification of your current WAMSS membership, the requested materials will be sent via USPS insured mail. Current WAMSS membership must be active while in possession of WAMSS Lending Library materials.

Materials are due in 60 days. Exceptions will be considered on a case-by-case basis.

Name: Address where you would like the materials sent:

Phone #:

E-mail #:

Taking an upcoming exam? CPMSM CPCS

Please indicate month/year:

Only one item may be checked out at a time. Please provide what Material is requested:

**AGREEMENT**

I agree to treat all lending library materials with care. I will not make notes, highlight passages, or otherwise mark these materials intentionally. I agree to return the materials within 60 days of receipt unless otherwise arranged in writing. I agree to return the materials via certified, insured mail or hand delivery. I agree that any damage, loss, or theft to the materials is my responsibility and payment to replace the materials will be made to WAMSS within 30 days of due date. I agree to return the materials if I leave WAMSS membership.

Signature: Date:

Please submit this completed form by email to: katherine.lucas@confluencehealth.org

For Lending Library use only:

Request Received: Date Mailed:

Comments: Due Date: Date Returned: