

# Virginia Center on Aging Video Lending Library

## Letter of Agreement

I, \_\_\_\_\_ of \_\_\_\_\_  
name (please print) organization

acknowledge that I am borrowing \_\_\_\_\_  
name of video (if borrowing more than one please list below)

from the Virginia Center on Aging and promise to return whatever I borrow the day after

I view the video(s). If the video(s) is not returned within 15 days of receipt, I promise to

pay a fine of \$20 to the Virginia Center on Aging. An additional \$5 fee will be added for

each business day the video is not received after the initial 15 days. The fee will not

exceed the price of the video.

Other Videos Being Borrowed:

2.

3.

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

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_

\_\_\_\_\_

Preferred Method of Contact:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please fax this letter of agreement to 804/828-7905. As soon as the signed agreement is received, the video(s) requested will be mailed to you. You will be notified via email or phone that your video(s) have been mailed.**