

# **The Business Credit Management Association, Wisconsin Credit Association RESOURCE LIBRARY**

## **Purpose**

To provide members with access to books, guides, audiocassettes and videotapes for use in member companies;

- \* to enhance member education
- \* to provide resources for training
- \* for research projects
- \* personal enrichment

## **Cost**

The Association Library is available to members as part of their annual membership. For a small minimal fee, those that are not members can take advantage as well. We encourage the use of this program as a resource for all companies.

## **Procedure**

Members are provided with a list of sources the Association possesses. The source list will be updated as new items are added to the library.

Members can call, fax or mail, a request for a particular item they are interested in checking out. (Use the attached request form). Members have 30 days to use the resource (sorry no automatic renewal period).

Items must be returned by the due date, so that others may have access to the same sources.

## **Overdue Fees**

Resources not returned on or before their due dates, will accumulate overdue fees. A \$1.00 per day late fee will be assessed and billed, minimum \$5.00 billing, for all resources not returned by the due date. We regret this is necessary, however, this program is for the benefit of all members, and responsibility for prompt returns is borne by the member company representative.

## **Lost or Damaged Items**

Without exception, the member company will be charged for the replacement value of any resource that is lost or damaged.

## **Obtaining Your Resource**

### **Member Pick-Up**

We suggest you call to make sure your resource is available. You may pick up your item(s) at the Association office between the hours of 7:30 to 4:00 p.m., Monday through Friday.

### **Mail Delivery**

Upon receipt of your request, the Association office will mail your resources to you. A minimum \$10.00 processing fee will be billed to cover postage, envelope and handling costs. Return postage and handling costs will be borne by the member company.

## **Summary**

We are pleased to provide you with this member service. All costs that may apply as described above, will be used to cover our costs in getting these sources to you, for replacement on lost or damaged sources, and overdue fees will be re-invested in replacement or purchase of new sources for the library.

**BCMA/WCA**  
**LIBRARY RESOURCE REQUEST**

*BY FILLING THIS FORM OUT I AGREE TO THE TERMS LISTED ABOVE*

Member Company: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Check type of item(s);

\_\_\_\_ book    \_\_\_\_ audiocassette    \_\_\_\_ video

Name of Items (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Need by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail to me: \_\_\_\_\_

I will pick up: \_\_\_\_\_

**Mail or fax to:**    **WISCONSIN CREDIT ASSOCIATION**  
                          **Attn: Chrys Gregoire**  
                          **15755 W. Rogers Dr. Suite 200**  
                          **P.O. Box 510157**  
                          **New Berlin, WI 53151-2200**  
                          **Phone:       (262) 827-2880, ext. 221**  
                          **FAX:         262) 827-2899**

\*This form may be duplicated if necessary.