

## South Carolina Giant Traveling Map Use Agreement

Name \_\_\_\_\_

School/Organization \_\_\_\_\_

Delivery Address \_\_\_\_\_

Phone Number/Email \_\_\_\_\_ / \_\_\_\_\_

Dates Requested \_\_\_\_\_

Signature \_\_\_\_\_

### Acknowledged Responsibilities

- I am the individual responsible for the use and safekeeping of the GTM from the time it arrives to the time of its departure.
- I agree to notify SCGeo if I need to cancel or change my plans to use the map at least two weeks prior to its scheduled arrival. Fees paid will be forfeited if cancelled with less notice.
- Upon receipt and departure of the GTM, I will check the map for damage and check the trunk inventory using the checklist provided in the trunk binder. If any materials are damaged or missing, I will notify SCGeo immediately.
- I will enforce the Rules provided by SCGeo and monitor the use of the GTM to ensure it is not damaged. I understand my school/organization is responsible for materials lost or damaged while it is in our possession. Missing maps or maps damaged beyond repair will incur a \$500 charge.

### Shipping or Pick-up

Two delivery options exist.

Shipping: The preferred method is shipping to your school. The shipping fee varies by location, but is typically around \$30. Borrowers will be billed. Return shipping costs also are the responsibility of the borrower and should be similar to the delivery fee from SCGeo.

Pick-up: On-site pick-up is available on **Fridays 9 am - 5 pm only**. The pick-up location is the Callcott Building, 709 Bull Street, Columbia, SC 29208. Arrangements must be confirmed ahead of time. If you cannot make this pick-up time, you must choose the shipping option.

Return this completed and signed form to [mewbornj@mailbox.sc.edu](mailto:mewbornj@mailbox.sc.edu).