



Monterey County Fire Library

Monterey Peninsula College – Public Safety Training Center
2642 Colonel Durham St. Seaside, CA 93955
831-646-4240

Materials Check Out Form

NAME: _____ DATE: _____

AGENCY: _____ PHONE: _____

E-MAIL: _____

List each item checked out in the spaces below:

ITEM #	DESCRIPTION

Return all items to the Monterey County Fire Library within 30 days from the date checked out. Please ensure all materials are included in the packets upon returning.

DUE DATE: _____

SIGNATURE: _____

DATE RETURNED: _____ RECEIVED BY: _____

Monterey County Fire Library Materials Check Out Form Instructions

Items at the Monterey County Fire Library are available for check out by persons from agencies within Monterey County that are members of the Monterey County Fire Library. Agencies maintain membership in the Monterey County Fire Library when membership dues are paid for the current calendar year.

To check out an item(s) from the Fire Library, a Monterey County Fire Library Check Out Form must be completed. The form must include the following:

- Name
- Date Item(s) Checked Out
- Agency Name
- Agency Phone Number
- Email Address of the Person Checking Out the Materials
- List of Materials Being Checked Out
- Due Date for Returning Materials (Maximum of 30 days from date of check out)
- Signature of Person Checking Out Materials

Once the form is completed, make a copy and give the copy to the representative at the Monterey Peninsula College Public Safety Training Center. The person checking out the materials keeps the original.

When the item(s) are returned, the representative from the MPC Public Safety Training Center will indicate on the form the date the item(s) were returned and will initial the form.

When using materials from the Fire Library, please ensure that all items within the packet are returned.