



# Gem-A

THE GEMMOLOGICAL ASSOCIATION  
OF GREAT BRITAIN

## STONE LIBRARY LOAN SCHEME USA RESIDENT ODL APPLICATION FORM

Each collection comprises of between ten and fifteen specimens that exhibit clear identifiable features and characteristics for the purpose of the specific set. Collections include those for general testing, observation using a 10x loupe, spectrum stones, and also crystalline and organic materials with identifiable features. Each set will contain an information sheet with the identity of the stone.

Loan stone sets will be sent out on an informal schedule and notification of postal dates will be confirmed by e-mail to students on an individual basis.

Students will receive a total of 10 sets of stones each containing around 10 – 15 stones, over a maximum period of 6 months.

The enrolment fee covers the administration of the scheme and includes the cost of postage and packing borne by Gem-A on sending out items – all sets are sent using recording delivery. Student's must cover the cost of return postage.

Please send the completed form to [cara@stonegrouplabs.com](mailto:cara@stonegrouplabs.com), or post to Cara Williams, Bear Essentials, PO Box 104504, Jefferson City, Missouri 65110 4504.

### Contact details

Name \_\_\_\_\_ Membership/Student Number \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Delivery Address ( no PO Box numbers) \_\_\_\_\_

Town/City \_\_\_\_\_ County/State \_\_\_\_\_

Postcode/Zip code \_\_\_\_\_ Country \_\_\_\_\_

Please tick appropriate set: 3 sets=\$40  6 sets=\$80  9 sets=\$117

### Payment information

For payment options, please email [cara@stonegrouplabs.com](mailto:cara@stonegrouplabs.com)

**Privacy statement:** Gem-A is a data controller and will collect and process the data on this form to provide you with the service you requested. Gem-A shares your personal data with its subsidiaries and other third parties to fulfil its legal, public or contractual obligations. Gem-A retains your personal data for as long as is necessary for the relevant purpose. If you want to know more about how Gem-A will use your information please take a look at our privacy policy: [www.gem-a.com/privacypolicy](http://www.gem-a.com/privacypolicy)

#### Terms and Conditions:

**Scheme:** The loan scheme is available to current registered students of Gem-A, on completion of the library application form. Loan stone sets will be issued by Gem-A as per student schedule set by Gem-A and is due back on a specific return date. Further sets will only be sent out on receipt of a previous loan set. All stone sets will be sent by Gem-A using a special signed and tracked delivery service.

**Student Responsibilities:** Students must ensure that any delivery of stone sets are signed for on receipt; that all of the stones are handled correctly to avoid damage and loss; have read the guide and any instructions that accompany the material; that any damage or loss is reported clearly and immediately to Gem-A; that all material is properly packed and returned as complete sets to arrive by the return date specified using a recorded delivery service – with the cost of return to be borne by the student. Students must inform Gem-A in good time of any possible delays in return dates and of any times such as holiday that may affect usage of the scheme or a late return fee may be charged.

**Loss and Damage:** Gem-A will set out to replace lost or damaged stones and will charge students a replacement value based on the 'cost of replacing' an equivalent stone as determined by Gem-A. Gem-A will not accept any replacement stone sourced by the student and charges will still apply. Any outstanding charges will result in the suspension of the loan scheme or withholding of any pending exam results until these are completely settled.

**Copyright and Ownership:** All loaned material remains the sole property of Gem-A thus must not be offered for sale, loaned or disposed of in any way or used for any commercial purposes without the prior written permission of Gem-A.

**Cancellation:** Gem-A reserves the right to refuse any student admission to the loan scheme without having to state a reason. Gem-A reserves the right to cancel a student's participation in the scheme where there has been a breach of conditions through systematic misuse of the scheme of improper handling of materials leading to damage or loss. Any such cancellation will be served without full or partial refund.

### Declaration

I, the applicant, have read and understand all the terms and conditions and agree to abide by them.

Please sign here to confirm your application and that you have read the Terms and Conditions:

Name (in block capitals) \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_