



# TERMS OF SERVICE



## WHO MAY BORROW SAFETY MEDIA

All media listed in our film catalog are available to any responsible group or individual within the state of Arkansas.

## AGREEMENT/BORROWING PROCEDURES

Available media may be requested in person, by email, by fax, by mail or by phone. All requests made by phone must be followed in writing (i.e. fax or letter).

The borrower is responsible for all materials DVDs, videotapes, booklets, instructor guides, etc...) checked out to him/her. **Please do not loan the media to anyone else.** Also, the copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials. Duplication or reproduction of these videos without the expressed written permission of the producer is prohibited.

If any media and / or material is lost or damaged, the borrower assumes the cost for replacement. Please report all damages or losses to the Black River Technical College (BRTC) – Paragould Campus at (870) 239 - 0969.

Requested Titles are sent from the BRTC – Paragould Campus via UPS. Borrowers should pay return-shipping costs **via a traceable express package service** (e.g., Federal Express, Airborne, or UPS). It is required that second day service be used to assure on-time return delivery of media.

A maximum of four (4) titles may be checked out at one time. **All types of available Media are loaned for a two-week time period.** If you wish to keep the title(s) for a longer period of time, contact the Media Center at (870) 239 – 0969 for an extension. If the desired media selection is not available at the time of request, the borrower's name will be placed on a waiting list for that title and he/she will be informed when it becomes available. All individuals wishing to be placed on the waiting list must send in a fax or letter, stating that they wish to be placed on the waiting list for the media.

Please note the return date on the Loan Application. All Media should be returned to the Media Resource Center by the date indicated on the form unless an extension has been granted by the Safety Media Coordinator on the Black River Technical College – Paragould Campus. Any media returned after the due date is considered late. Upon three late returns, borrowing privileges may be suspended for no longer than 1 calendar year.

**I HAVE READ AND UNDERSTAND THE ABOVE. I AGREE TO COMPLY WITH THE RULES AND POLICIES OF THE RESOURCE CENTER LOAN PROGRAM.**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: (     ) \_\_\_\_\_ Home Phone: (     ) \_\_\_\_\_

Fax Number: (     ) \_\_\_\_\_

## ARKANSAS DEPARTMENT OF LABOR LOAN REQUEST FORM

**Black River Technical College**  
**P.O. Box 1565**  
**1 Black River Drive**  
**Paragould, AR 72451**  
**870-239-0969 Phone**  
**870-239-4344 Fax**

**Little Rock Media Center**  
**10421 West Markham**  
**Little Rock, AR 72205**  
**501-682-9090 Phone**  
**501-6824532 Fax**

TODAY'S DATE	MEDIA CENTER/ LIBRARY REPORT
NAME OF RESPONSIBLE PERSON	_____ Fax Request      _____ In Person _____ Mail Request
NAME OF SCHOOL/ ORGANIZATION/ AGENCY	SHIPPING DATE:
STREET ADDRESS (Cannot ship to P.O. Box)	DUE BACK DATE
CITY/ STATE/ ZIP CODE	NUMBER OF VIDEOS MAILED
TELEPHONE NUMBER	LIBRARIAN'S INITIAL
FAX NUMBER	
E - MAIL ADDRESS	

Would you like to be placed on the waiting list?  Yes  No

	SHOW DATE	MEDIA CENTER/ LIBRARY REPORT
1. (First Choice) Video Name/ Number		
1a. Alternate Video Name/ Number		
2. (Second Choice) Video Name/Number		
2a. Alternate Video Name/ Number		
3. (Third Choice) Video Name/ Number		
3a. Alternate Video Name/ Number		
4. (Fourth Choice) Video Name / Number		
4a. Alternate Video Name/ Number		

***Video must be returned by the DUE DATE shown above***

**SIGNATURE OF BORROWER** \_\_\_\_\_ **DATE** \_\_\_\_\_