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# TERMS OF SERVICE

## WHO MAY BORROW VIDEOTAPES

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

## AGREEMENT/BORROWING PROCEDURES

Videotapes may be requested in person, by mail, by fax 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 checked out to him/her. **Please do not loan these videos 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 videotapes are lost or damaged, the borrower assumes the cost for replacement. Please report all damages or losses to the Arkansas Department of Labor Media Center (682-9090).

Videotapes are sent from the Department of Labor 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 videos.

A maximum of four (4) tapes may be checked out at one time. **Videotapes are loaned for a two-week time period.** If you wish to keep the tape for a longer period of time, contact the Media Center for an extension. If the desired videotape is not available at the time of request, the borrower's name will be placed on a waiting list for that tape and he/she will be informed when the tape 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 video(s).

Please note the return date on the Loan Application. Videos should be returned to the Media Resource Center by the date indicated on the form unless an extension has been granted by the Labor Department. Any videos returned after the due date is considered late. Upon three late returns, borrowing privileges will be cancelled.

**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: (     ) \_\_\_\_\_

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## ARKANSAS DEPARTMENT OF LABOR LOAN REQUEST FORM

**Little Rock Media Center**  
**10421 West Markham**  
**Little Rock, AR 72205**  
**501-682-9090 Phone**  
**501-682-4532 Fax**

**Black River Technical College**  
**1 Black River Drive**  
**Paragould, AR 72450**  
**870-239-0969 Phone**  
**870-239-2050 Fax**

TODAY'S DATE	<b>MEDIA CENTER/ LIBRARY REPORT</b>
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
<b>1. (First Choice) Video Name/ Number</b>		
1a. Alternate Video Name/ Number		
<b>2. (Second Choice) Video Name/Number</b>		
2a. Alternate Video Name/ Number		
<b>3. (Third Choice) Video Name/ Number</b>		
3a. Alternate Video Name/ Number		
<b>4. (Fourth Choice) Video Name / Number</b>		
4a. Alternate Video Name/ Number		

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

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