

## Consultation AV Library Agreement

1. Copyrighted materials are loaned subject to the condition that any form of **duplication is strictly prohibited** in accordance with Title 17 of the United States Code of Federal Regulations. Unauthorized duplication of copyrighted materials will result in immediate cancellation of Consultation AV Library borrowing privileges.
2. Materials are generally **loaned for a period of two weeks** and must be returned to the Library on or prior to the date on the checkout slip. A late fee of \$5.00 will be charged on titles returned seven days after the due date, with an additional 50 cents per business day after that. Arrangements for extended loans and other special scheduling must be made with the AV librarian.
3. **Loan of AV Library materials by borrowers is prohibited.** Materials may not be loaned by a borrower to any person(s) not specifically included in the borrower's AV Library transaction. (Examples of prohibited loans: consultant to client; corporate office to local office.) All transactions must be made through the AV Library.
4. **The borrower is responsible for loss of or damage to library materials**, including video cases and binders, and agrees to pay full replacement costs for any items lost or damaged during the loan period. The AV Library recommends, but does not require, that returns be insured. Video titles are expensive and may range in cost from \$100 to \$900 to replace.
5. **The borrower is responsible for the cost of return shipping.** Unless programs are hand-delivered by the borrower, return shipping must be by traceable means, such as UPS, FedEx or U.S. certified mail. Return by untraceable means will result in borrower liability in the event of loss or damage. Materials may also be picked up and/or hand-delivered to the Consultation Office in Boise. Returning materials to any other location is prohibited.
6. **The AV Library does not guarantee the availability** of any specific program for any specific date. It's understood that a requested program may be delayed through late return, damage or loss.

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I understand these rules and policies and agree to comply as a condition of my participation with the Consultation AV Library. I have kept a copy of this agreement for my records and returned a copy to the AV Library.

Date: \_\_\_\_\_

*Office Use Only*

Borrower #:

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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