

INTRODUCTION-----

LOAN POLICY

All videotapes are available for a five-working-day period. Up to three items can be borrowed at one time.

Responsibility

Borrowers are asked to handle materials with due care and will be charged for repair or replacement of materials damaged beyond normal wear and tear. Videos must be rewound before returning. All materials must be returned in original shipping container.

Shipping and Liability

When returning materials, please insure each video for a minimum of \$500. Videos lost or damaged in transit to our office will be charged to the borrower at replacement cost. Due to the high cost of replacing lost materials, no exceptions to this policy will be made.

Scheduling

Videos may be requested by mail, e-mail, telephone, fax or in person at the Minnesota Safety Council Resource Center, 474 Concordia Avenue, St. Paul, MN 55103-2430, telephone 651-291-9150 or 1-800-444-9150, fax 651-291-7584. When requesting videos, please indicate the title of the video, your name, company name, shipping address, phone number, and the date needed and the date to be returned.

Videos must be promptly returned after showing in order that other requests can be filled.

Loan Policy/Evaluation Form

A loan policy will be included for each video ordered. The return due date will be listed. On the reverse side of the loan policy there is an evaluation form. Please report any damage so that we can make the necessary repairs. By doing this, you help us assure that the videos are in good condition for your use.

Restrictions

Videos may only be checked out by Minnesota residents. Videos may not be transferred from one organization to another, nor may they be shown where admission or a fee is charged, nor may they be televised (including closed circuit and cable TV). Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted motion pictures (title 17, United States Code, Sections 501 and 506). The Federal Bureau of Investigation investigates allegations of criminal copyright infringement.

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