



RESOURCE LIBRARY

Check-out/Return Instructions

THE LIBRARY

- All videos and books are property of Safe and Healthy Schools section of the Oklahoma State Department of Education. The Oklahoma State Department of Education does not endorse or support any of the production or publication companies. These videos are to complement an existing research-based program and made available for educational purposes only.

LOAN PROCEDURES

- Request videos and books by title. Order by completing the form and faxing, e-mailing, or mailing it to.
 - a. Telephone: **(405) 521-2820** Fax: **(405) 522-0496**
 - b. Email: **Joyce.Cheatham@sde.ok.gov**
 - c. Mailing address: **Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 112
Oklahoma City, OK 73105**
- Request videos as soon as you are certain of the exact date needed. Give alternate dates and titles when possible. You will be notified if a requested video or book is not available.
- A video or book request should contain the following information:
 - a. Titles requested
 - b. Dates needed
 - c. Name, address, and telephone number of borrowing agency or individual
- **There is a two-week loan period on all videos and books.** Unless otherwise arranged, items are to be returned within the two-week period. Please do not retain videos or books longer than the time scheduled for use. Overdue videos and books will deprive another school district of use and trainings.
- **Due to the cost to replace materials, we strongly recommend that you return these materials to our office in the original box using the provided return address label.**
- No DVDs may be used for television transmission.
- DVDs are not to be copied or duplicated by the borrower. This is a violation of the United States Copyright Laws. Videos may not be shown where an admission fee is charged.
- Study guides prepared by the production companies are available for many videos. There will be an envelope enclosed if the study guide is available. Please do not keep, mark-up, or destroy the study guide. It must be returned in the video packet.
- Brochures pertaining to the video topic may also be enclosed in with the video packet if available. You may keep these brochures.
- Please follow the audience suggestion on the video check-out list to ensure the film is presented to its intended audience.



RESOURCE LIBRARY
Check-out Form

(Maximum check period is 2 weeks)

Title Requested: _____

_____ Book _____ DVD _____ Curriculum

Name of Person Making Request: _____

Person's Title: _____ **Phone Number:** _____

Today's Date: _____ **Email address:** _____

School District: _____

School Name: _____

School Mailing Address _____

Preferred Loan Period: _____ to _____

CARE OF RENTALS

The borrower is responsible for returning DVDs in good condition. Any damage beyond normal wear and tear will be charged to the user. In the event that a DVD is lost or damaged beyond repair, the borrower will be charged the amount necessary to replace the program. Questions? Contact Joyce Cheatham at 405-521-2820 or at Joyce.Cheatham@sde.ok.gov.

Signature of Responsible Party _____ **Date** _____