



## VIDEO LIBRARY

### Check-out/Return Instructions

#### THE LIBRARY

- All videos 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 by title. Order by telephone, by e-mail, or by mail.
  - a. Telephone: (405) 521-4893 Fax: (405) 522-0496
  - b. Email: [SHELLY.PERKINS@SDE.OK.GOV](mailto:SHELLY.PERKINS@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 is not available.
- A video 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.** Unless otherwise arranged, they are to be returned within the two-week period. Please do not retain videos longer than the time scheduled for use. Overdue videos 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* attaching the *enclosed label* to the top of the box.**
- No VHS or DVDs may be used for television transmission.
- VHS/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.

#### CARE OF RENTALS

**The borrower is responsible for returning VHS and DVDs in good condition. Any damage beyond normal wear and tear will be charged to the user. In the event that a VHS or DVD is lost or damaged beyond repair, the borrower will be charged the amount necessary to replace the program.**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

School District \_\_\_\_\_