RESOURCE LIBRARY
Check-out/Return Instructions

THE LIBRARY
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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)

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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 __________

Safe & Healthy Schools