TERMS OF SERVICE

WHO MAY BORROW DVDS
All DVDs listed in our film catalog are available to any responsible group or individual within the state of Arkansas.

AGREEMENT / BORROWING PROCEDURES
DVDs may be requested in person, mail, fax, e-mail, or by phone. All requests made by phone must be followed in writing (i.e. fax, letter, or e-mail).

The borrower is responsible for all materials checked out to him/her. Please do not loan these DVDs to anyone else. Also, the copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials. Duplication or reproduction of these DVDs without the expressed written permission of the producer is prohibited.

If DVDs are lost or damaged, the borrower assumes the cost for replacement. Please report all damages or losses to the Arkansas Department of Labor and Licensing Media Center (501-682-4528).

DVDs are sent from the Department of Labor and Licensing via UPS. Borrowers should pay return-shipping costs via a traceable express package service (e.g., Federal Express, Airborne, or UPS). It is required that second day service be used to assure on-time return delivery of DVDs.

A maximum of four (4) DVDs may be checked out at one time. DVDs are loaned for a two-week time period. If you wish to keep the DVD for a longer period of time, contact the Media Center Librarian for an extension. If the desired DVD is not available at the time of request, the borrower’s name will be placed on a waiting list for that DVD and he/she will be informed when the DVD becomes available. All individuals wishing to be placed on the waiting list must send in a fax, e-mail, or letter, stating that they wish to be placed on the waiting list for the DVD(s).

Please note the return date on the Loan Request Form. DVDs should be returned to the Media Center by the date indicated on the form unless an extension has been granted by the Arkansas Department of Labor and Licensing. Any DVDs returned after the due date is considered late. Upon (3) three late returns, borrowing privileges will be cancelled.

I have read and understand the above. I agree to comply with the rules and policies of the Media Center.

Today’s Date: ______________________________

Name: ____________________________________

Signature: ________________________________

Business Name: ___________________________

Address: ________________________________________________________________

City: __________________________ State: ___________ Zip Code: ________________

Business Phone: (_________) ___________________ Alternative Phone: (_________) ___________________

Fax Number: (_________) ___________________
Arkansas Department of Labor and Licensing  
LOAN REQUEST FORM  

Little Rock Media Center  
900 West Capitol Ave; Suite 400  
Little Rock, AR 72201  
Media Librarian: NaKeyia Higgins  
Office: 501-682-4528  
Fax: 501-682-4532  
Email: nakeyia.higgins@arkansas.gov

<table>
<thead>
<tr>
<th>TODAY’S DATE</th>
<th>MEDIA CENTER/ LIBRARY REPORT</th>
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<tbody>
<tr>
<td>NAME OF RESPONSIBLE PERSON</td>
<td>Fax Request</td>
</tr>
<tr>
<td>NAME OF SCHOOL/ ORGANIZATION/ AGENCY</td>
<td>Mail Request</td>
</tr>
<tr>
<td>STREET ADDRESS (Cannot ship to P.O. Box)</td>
<td>SHIPPING DATE:</td>
</tr>
<tr>
<td>CITY/ STATE/ ZIP CODE</td>
<td>DUE BACK DATE</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>NUMBER OF DVDs MAILED</td>
</tr>
<tr>
<td>FAX NUMBER</td>
<td>LIBRARIAN’S INITIAL</td>
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<tr>
<td>E - MAIL ADDRESS</td>
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Would you like to be placed on the waiting list?  [ ] Yes  [ ] No

<table>
<thead>
<tr>
<th>SHOW DATE</th>
<th>MEDIA CENTER/ LIBRARY REPORT</th>
</tr>
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1. (First Choice) DVD Name/ Number

1a. Alternate DVD Name/ Number

2. (Second Choice) DVD Name/Number

2a. Alternate DVD Name/ Number

3. (Third Choice) DVD Name/ Number

3a. Alternate DVD Name/ Number

4. (Fourth Choice) DVD Name / Number

4a. Alternate DVD Name/ Number

**DVD must be returned by the DUE DATE shown above**

**SIGNATURE OF BORROWER ____________________________ DATE __________