

## Video/DVD Check-Out Procedure

- 1. CCIRA Councils or individual CCIRA members are able to check out video/DVD titles on a first come first served basis.
- 2. Provide the information along with list of video/DVD titles and dates by completing this form or by sending an email.
- 3. Requests will be confirmed by phone or by e-mail.
- 4. Videos/DVDs will be mailed one week prior to date of use.
- 5. Videos/DVDs **must be returned within 5 days of date used** by insured mail (valued at \$100 per video/DVD).
- 6. No fee is charged for use of videos/DVDs. If the videos/DVDs are not returned within 5 days after use, the user will be charged (on the credit card listed below) a late fee of \$5 and \$1 per day until the videos/DVDs are returned.
- 7. Please complete and return evaluation form with videos/DVDs.

CCIRA Council Name and Contact Person or CCIRA Member Name	
CCIRA Member Number and Expiration Date	
Mailing Address	
City/State/Zip	
Phone (home & work)	
email	
Credit Card # 🗆 MasterCard 🗆 Visa	

Video/DVD	Date of Use

(Duplicate as needed.)

Send this form to:

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