

Rutgers Center for Alcohol Studies Library  
607 Allison Road, Piscataway, NJ 08854-8001  
732-445-5528

Library Hours:  
Monday and Friday, 10 a.m. – 1 p.m.  
Tuesday - Thursday, 10 a.m. - 4:30 p.m.

## Video Agreement Form

1. Videos can be borrowed for a 3-week period including mailing time.
2. Up to 3 videos can be requested at one time.
3. Advance booking and pre-viewing are strongly recommended. **Videos can be booked and/or pre-viewed Monday-Friday, 10:00 a.m. – 1:00 p.m.**
4. Tapes can be borrowed through the mail at a cost (for shipping and handling) of \$3.50/tape, \$4.50/two tapes, and \$5.50/three tapes. A bill will be sent with the borrowed videos. Send payment or purchase order to Pat Bellanca at the above address.
5. Mailed tapes must be insured for amount listed on tape and sent through US mail or UPS. User is responsible for tape until it is checked back into the library. **(RETURN TAPES DIRECTLY TO THE CLEARINGHOUSE LIBRARY. DO NOT RETURN TO OTHER RUTGERS UNIVERSITY LIBRARIES. DO NOT RETURN TAPES THROUGH COMET OR RUTGERS CAMPUS MAIL DELIVERY.)**
6. Tapes returned through the mail or UPS should be packed carefully. **DO NOT USE JIFFY BAGS WITH SHREDDED PAPER FILLER WHEN RETURNING** (although jiffy bags with bubble packing can be used). **IMPACT RESISTANT MATERIAL MUST BE USED TO PROTECT TAPE DURING SHIPPING.**
7. Users are responsible for the care of videos while in their possession. Tapes should be examined when received and returned in as good condition, except for ordinary wear.
8. Replacement and/or repair costs for loss or damage of material will be charged to the undersigned. The Resource Center must be notified in case of loss or damage. **DO NOT TRY TO REPAIR TAPE YOURSELF.**
9. Overdue fine for tapes is \$5.00/tape for each day up to 10 days. After 10 days, the borrower will be billed for full cost of video plus postage and handling. If the tape is returned undamaged at that time, a fine of \$5.00/day will be charged not to exceed \$50.00 or the price of the tape.

Please read the above carefully, keep a copy for your files, and return this original to the above address. All video borrowers must have a copy of this signed agreement on file at the Resource Center Library in order to borrow tapes. Once on file, material can be requested by phone or in-person. If there are any questions, contact Penny Page or Pat Bellanca at **732-445-5528**.

I have read the above and agree to abide by the policies listed:

Name: \_\_\_\_\_

Agency/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_