



**READ STATEMENT OF RESPONSIBILITY
ON REVERSE SIDE**

TEXAS DEPARTMENT OF HEALTH
AUDIOVISUAL LIBRARY
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

Toll-free phone (888) 963-7111 x7260 Austin phone: (512) 458-7260 Fax: (512) 458-7474

Media Order Blank

Internet: <http://www.tdh.state.tx.us/avlib/avhomepg.htm>

<input type="checkbox"/> CHECK SQUARE FOR CHANGE OF ADDRESS			User #
Borrower's Name			
Organization			Business Phone ()
Address (Mailing)	City	Zip	County
Address (Physical)	City	Zip	Home Phone ()
If you supply us with your fax number and e-mail address we will forward information on your orders or on new acquisitions electronically. FAX () EMAIL _____.			
I acknowledge financial responsibility to the State of Texas should items requested below be lost, stolen or damaged from the date I receive the items until the materials have been received in the library. I understand that it is strongly recommended items be insured on their return to the library, and that if I fail to do so I will be charged the full replacement cost for all lost, stolen or damaged items. I have read and agree to the terms in the Statement of Responsibility. Privacy Notification: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.tdh.state.tx.us for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004) Signature _____ Date _____.			

English Only?	Y	N	MAY WE SHIFT DATES?	Y	N
WHICH MEDIA FORMATS CAN YOU USE (Circle all that apply)					
16mm			1/2" VHS video		
			slide/tape		
1) 1st Choice					
Alternate Title or Date					
2) 1st Choice					
Alternate Title or Date					
3) 1st Choice					
Alternate Title or Date					
4) 1st Choice					
Alternate Title or Date					
5) 1st Choice					
Alternate Title or Date					
6) 1st Choice					
Alternate Title or Date					
7) 1st Choice					
Alternate Title or Date					
8) 1st Choice					
Alternate Title or Date					

STATEMENT OF RESPONSIBILITY

Media in the Texas Department of Health Audiovisual Library collection are inventoried state property. The person indicated on the media order blank as the Borrower assumes all responsibility for borrowed media. Borrower responsibility includes:

- 1. Prompt return of media by the scheduled date.** The borrower is responsible for return shipping costs. Any borrower having three (3) late returns will have their Audiovisual Library privileges suspended. No further confirmed orders will be shipped to borrowers with materials still out that are two weeks or more late being returned. Willful failure to return borrowed media upon request will be viewed as theft of state property in violation of Section 31.03, Texas Penal Code, the conviction of which could, depending on value, result in a fine not to exceed \$500.00 (Class C Misdemeanor), to confinement up to 10 years and a fine of \$10,000 (Third Degree Felony). Please return media by U.S. Mail, UPS or other insured carrier.
- 2. Prompt pickup of scheduled media by borrowers.** Scheduled programs not picked up on the pickup date will be returned to the Library on that date and will be charged the same as a late return.
- 3. Replacement of lost or damaged media.** Audiovisual Library personnel check all media for damage after each use. Media returned by mail should be insured. Unless otherwise specified, insure each video for \$200, each 16mm film for \$400, each slide-tape program, book, audiocassette, or model for \$100. Shipments valued at over \$400 should be returned by UPS or similar courier service. Borrowers will be liable for returned uninsured shipment lost in transit. In the event of loss or damage beyond repair, the Audiovisual Library will invoice the borrower for the full replacement value of the media or the cost of the repair expense. All materials that come in the shipment must be returned including study guides, shipping cases, and video album covers or borrowers will be billed for their replacement. A packing slip or card is enclosed with each shipment. This should be completed with the number of showings and viewers for each item borrowed.
- 4. Copyright compliance.** Borrowed media cannot be duplicated or televised without prior written permission from the copyright owner. Media cannot be shown for commercial purposes, nor can an attendance fee be charged for their showing. Violations of federal copyright law will result in the immediate suspension of Audiovisual Library borrowing privileges and prosecution by the copyright owner can result in financial penalties and/or jail.
- 5. Preview prior to showing.** Borrowers are responsible for selecting media appropriate for their audiences. Media should be previewed prior to showing.
- 6. Privacy Notification:** With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdh.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004)

Thank you for your cooperation.