

Check this box if any contact information given below has been updated.

DWC Resource Center

Video/CD/DVD Loan Request Form

Ship:	Due:
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Revised 08/09

New customers must complete this form and fax or mail it in. *Customers who have checked out and returned materials from the Resource Center may use the shorter **online form**.* One form must be filled out for each requested show date. Up to three titles are allowed per show date. All information must be complete for orders to be processed. **Videos are for use in the state of Texas only.** PLEASE PRINT.

Account No. (For new customers, write "NEW"; you will be assigned a number.)		Phone No.	
Company Name		Fax No.	
Requestor's Name		Show Date (may be from 1-7 days in duration)	
Physical Mailing Address (no P.O.Boxes)		E-mail Address	
City		State	Zip
Audiovisual Program Selection(s) No.	#1	#2	#3
Alternate Selection(s) No.	#1	#2	#3

Requestor has read and agrees to abide by the DWC Resource Center Audiovisual Loan Procedures. Requestor will return the audiovisual program(s) to the DWC Resource Center on or before the Date Due** shown on the Audiovisual Usage Form included with your audiovisual program. The Usage Form is to be completed and returned with your selection.

Requestor's Signature

Date

Loan Procedures

- The DWC Resource Center includes a noncommercial audiovisual library to lend videos in VHS and DVD format and other AV media for use in your safety training program. You may NOT request a video or other AV media for public showing, lending to others, or for any showing where a fee is charged. **NO SAFETY CONSULTANT MAY BORROW VIDEOS/CDs/DVDs for the purpose of conducting training which will produce revenue for the consultant or consulting company.** You are responsible for selecting appropriate media and for previewing prior to showing. Do not leave any AV media in the car or other areas where they may be damaged by excessive heat and/or direct sunlight.
- Requests (both in paper form and online) must be received in the Resource Center **at least 21 days prior to your show date.** Since titles are booked on a first come, first served basis, early requests will help ensure title availability. Requests may be mailed or fax to the address below. Austin area patrons are requested to give up to 10 days notice. Three late returns will result in suspension of privileges.
- Up to three titles may be requested for one show date; show date may be from one to seven days in duration.
- Please rewind videos and place in correct tape case and fill out Usage Form completely. Also, please note any damage/problems with the audiovisual materials on the Usage Form so they may be corrected. Willful failure to return borrowed media on request is viewed as theft of state property in violation of Section 31-03 Texas Penal Code. Such conviction could, depending on value, result in a fine not to exceed \$500 (Class C Misdemeanor) or confinement of up to 10 years and a fine of up to \$10,000 (Third Degree Felony). Failure to fill out the usage forms may result in suspension of future service.
- ****The Due Date** shown on the Audiovisual Usage Form is the date the program is due back in Austin. Returns must be made by overnight or two-day courier service, e.g. UPS, Federal Express. **Materials must be insured for \$200 per video and \$500 per DVD** unless otherwise noted. In the event of loss, the requestor agrees by signing the Video/CD/DVD Loan Request form to replace the audiovisual program promptly. Failure to do so will result in collection efforts and /or referral to the Office of Attorney General as appropriate.
- ****Copyright regulations PROHIBIT** any duplication or tampering of the videos/CDs/DVDs. Anyone violating the regulations may face a misdemeanor charge. Your completed request form is your agreement not to copy or videotape the program. Violations of Federal Copyright Laws will result in the immediate suspension of borrowing privileges and prosecution by the copyright owner can result in financial penalties and/or jail.
- For additional information please call (512) 804-4620 or the toll-free Workplace & Medical Services line (800) 687-7080.

Mail or Fax to:

Texas Department of Insurance • Division of Workers' Compensation • Resource Center

7551 Metro Center Dr., Ste. 100, MS 25 • Austin, TX 78744-1645 • FAX (512) 804-4621 • website <http://www.tdi.state.tx.us/>

This form can also be scanned and e-mailed to ResourceCenter@tdi.state.tx.us .