

***Customer Copy – PLEASE READ CAREFULLY BEFORE FILLING OUT
AGREEMENT***

Video Lending Library Loan Policy and Procedures

WASHINGTON STATE ALCOHOL/DRUG CLEARINGHOUSE (WSADC) is your video connection for Washington State Residents. Washington State Alcohol/Drug Clearinghouse is pleased to provide you with access to video resources on substance abuse and related issues for all age groups. We invite you to take advantage of our video service as well as our books and games. We do ask, however, that you read and adhere to our policies and procedures. Unfortunately, we can not lend materials out of state, but we encourage non Washington State residents to contact their local RADAR Network Centers. <http://ncadi.samhsa.gov/RADAR/searchnetwork.aspx?sct2>

MEMBERSHIP: (Individual memberships only, NO organizational or agency memberships accepted.)

Please provide the following information:

1. Include your full name, the agency/organization with which you are affiliated (if applicable), permanent and shipping addresses, and telephone number.
2. A copy of your Washington State Drivers License or State Photo Identification Card..
3. **Provide a \$10.00 one-time membership fee.**
4. Sign a copy of our Video Membership Policy Agreement to be on file before reserving or checking out videos. This must be submitted prior to borrowing videos.

CHECKING OUT VIDEOS:

1. Contact the Washington State Alcohol/Drug Clearinghouse office Monday through Friday, from 8am to 5pm to check out or reserve your video(s). All videos are subject to availability.
2. **A \$5.00 shipping and handling fee per video is required in advance for each video that is shipped.** (A debit account may be established to deduct from each time a video is shipped.)
3. Videos may be borrowed for up to one week. (Shipping time not included.)
4. No more than two videos may be borrowed at a time. Some videos have supplemental printed materials that can be loaned with the matching video.

FINES & CHARGES:

Because of the heavy demand for our videos, we ask that you return them promptly. **If videos are not returned on time:**

1. **A late fee of \$ 3.00 per video, per day the video is late will be assessed.** This includes supplemental materials.
2. Individual membership status will be suspended; not allowing for continued use until the situation has been resolved.
3. After 20 days, the video will be considered lost or stolen and will be invoiced to you. **(Average replacement cost is \$400.00 per video.)** This includes supplemental materials.
4. Lost or damaged videos will result in a fine to you.
5. **Unreturned videos and unpaid late fees will be rigorously pursued by our office. We reserve the right to use a collection agency to recoup fines and charges.**
6. Subsequent late video returns result in suspended Video Lending Library membership privileges.

RETURNING VIDEOS:

1. Videos and supplemental materials may be returned to our office in person, via certified and insured mail, or by other delivery services such as FedEx or UPS.
2. Videos mailed without being certified or using insurance are returned at your own risk. You will be responsible for any lost videos not insured by the postal service or other delivery services.

Please complete and sign the Video Lending Library Membership Policy Agreement....Thank You!

**WASHINGTON STATE ALCOHOL/DRUG CLEARINGHOUSE
reserves the right to revoke video membership privileges at any time.
PLEASE FILL OUT & TURN IN TO STAFF**

6535 5th Place South, Seattle, WA 98108 Statewide 1-800-662-9111
206-725-9696 fax 206-760-0589 clearinghouse@adhl.org <http://clearinghouse.adhl.org>



Video Lending Library Membership Policy Agreement

I have read and understand the guidelines established by **Washington State Alcohol/Drug Clearinghouse**. I agree to compensate The Washington State Alcohol/Drug Clearinghouse for any videos that are lost or damaged while in my possession. I have retained a copy of the guidelines for my own records.

Signature

Date

Please print below:

Full Name: _____ Phone: _____

Organization: _____

Permanent Street Address (no PO Boxes):

Shipping Address – if different from street address (no PO Boxes):

Should organization name be included in shipping address? Yes _____ No _____

E-Mail Address: _____

Please include a copy of your Washington State Driver's License along with a \$10.00 Membership Fee.

WASHINGTON STATE ALCOHOL/DRUG CLEARINGHOUSE reserves the right to revoke video membership privileges at any time.

PLEASE RETAIN A COPY FOR YOUR RECORDS

Staff initials _____
Amount Paid _____