

Reservations, Rules & Restrictions

A. Checking Out Videos

1. All videos are made available to members of AMIC & MWCF are free of charge.
2. Checking out a video entitles you to view and show it to your employees for a total period of two weeks. Please return videos promptly within 14 days of receipt. A replacement fee of \$75.00 will be assessed for any video not returned.
3. To obtain a video, fill out the enclosed order form. Videos are loaned on a first-come, first-served basis.
4. A maximum of 3 videos may be checked out by the same entity within the same time period.

B. Rules For Care of Videos

1. Only responsible and experienced operators should be allowed to operate the VCR.
2. Keep your VCR clean.
3. Stay with the VCR during operation.
4. In the event of video damages, do not repair. Return the video and enclose a note saying "DAMAGED".
5. Please rewind all videos after use.

C. Important Restrictions

1. These Videos are loaned only for educational purposes.
2. Do not allow employees to take the videos home to view.
3. Video or tape copies may not be made of any of our videos.