

# CASD VIDEO LIBRARY LOAN AGREEMENT

Please help us preserve our collection- DVDs are extremely sensitive and therefore easily scratched and damaged

- Care for them so all CASD members can share in the learning experience
- Do not touch the underside of a DVD – to pick it up, grasp the sides or put your finger thru the center hole of the DVD
- Place in storage container immediately after removing the DVD from the player

## CASD VIDEO LIBRARY APPLICATION FORM (please print all information)

CASD Member's Name \_\_\_\_\_

Address (include apartment number) \_\_\_\_\_

City, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Instructions:

Please list a minimum of 2 DVDs (use number from list) in order of preference in case the DVD you requested is on loan). 1. \_\_\_\_\_ 2. \_\_\_\_\_

### Lost or Damaged DVDs:

I understand that a maximum of one (1) DVD will be loaned at one time. If the DVD that I borrow is ruined, destroyed or lost while in postal transit or in my possession, I agree to purchase a new DVD of exact same title and author and forward (unopened) to the video librarian. If the specific title is no longer in print, I agree to pay CASD the cost of a new DVD of similar title per video librarian's current title listing. I agree to examine the DVDs prior to their return.

I hereby agree to the above. CASD Member's Signature \_\_\_\_\_  
Please sign full name. Initials are not accepted

\_\_\_\_\_ Date:

✂Cut here, retain this portion✂

---

**Fees:** I agree to pay \$5.00 per DVD loan, to cover charges for postage and packing materials. I agree to return DVD 2 weeks after the postmark date it was sent so other members can make use of the library. I will include a check (payable to CASD) for the \$5.00 fee with my request for each DVD. Reminder: Late fees of \$2.00 per day, per video, will be charged if DVDs are not returned by two weeks after the postmark date.

### Returning DVDs to the CASD Video Library:

Open DVD envelope carefully as you will use it to return DVD. Place return label on front of envelope, covering the one addressed to you. Attach the postage stamps included to the envelope, seal tightly with packing tape.

### Useful information:

CASD website: [www.clayartistsofsandiego.org](http://www.clayartistsofsandiego.org)

P.O. Box:  
CASD  
P.O. Box 16747  
San Diego, CA 92176  
Attention: Video Library

