Educator's Guidelines for Using the Lending Collection

The Center for Teaching International Relations maintains a lending library of videotapes, music tapes and slides. Materials are on loan free of charge to educators at all primary and secondary schools, colleges and universities in the State of Colorado. Materials may only be used for classroom or research purposes. Graduate students enrolled at the University of Denver may also borrow from our lending library with certain restrictions. We cannot lend materials to individual undergraduate students.

Educator's Guidelines for using the lending collection:

1) You should reserve materials at least two full weeks prior to the day you plan to use them. Individuals who need a video/music tape and have not given prior notice will be served on an availability basis as long as materials have not been previously reserved by someone else. Reservations may be made by telephone, in person, by e-mail, or by mail. We will notify you if the items are unavailable.

2) All items must be returned immediately following their scheduled show date. Items will be lent for a maximum period of two weeks. A one-day grace period will be allowed for the return of materials after which date a late fee of $5.00 per day will be charged. Late fee funds will be used for the acquisition of additional materials. All items sent by . mail should be post marked at least three days prior to their due date.

3) CTIR requires a credit card deposit of $25.00 for each item borrowed. Your card will not be charged unless late fees occur or the items are lost or damaged.

4) A maximum of four items may be borrowed at one time. For special events which may require more than four items at one time please contact a staff member at the CTIR for special consideration.

5) The borrower will be held responsible for lost or damaged materials. Items returned through U.S.. mail or via U.P.S.

Lending Library User's Agreement for Colorado Educators

Return the completed form with the Material Request form to: CTIR, 2201 S. Gaylord St., Denver, CO 80208, or Fax to: (303) 871-2906.

I, _____, certify that I am a member of the faculty of
(please print name)

_____,
(print name of institution)

_____
(print institution address: street, city, state and zip code)

_____
(print home address: street, city, state and zip code)

_____ _____
(work phone) (home phone)

_____
(e-mail)

I have read and understood the attached instructions for using the Center's audio-visual materials. I agree to follow these policies and to pay for any lost or damaged materials.

Credit Card (circle one): Visa, Master Card, Discover

Number: _____

Exp. Date: _____

Signature: _____

Name on Card: _____

I also understand that materials may not be duplicated and may only be used for classroom or research purposes.

_____ _____
Signature Date