

TEXAS ASSOCIATION OF COUNTIES
AUDIOVISUAL LOAN AGREEMENT FORM FOR LAW ENFORCEMENT

Form must be completed and in the TAC file before an audiovisual loan can be made.

PLEASE PRINT

County/Entity	Phone Number/ FAX number
Requester's Name & Title	Street Address, City, Zip

List of Procedures:

The **TAC Law Enforcement Library** is a non-commercial audiovisual library to loan videos and training kits for use in your Law Enforcement training program. Once the video is viewed and the proper paperwork is completed, we will award TCLEOSE credit hours.

1. Video and training program loans are made **only** after this form is completed and on file at the TAC office.
2. You may mail or fax your request for videos or training programs. Since items will be shipped **upon availability**, please provide **an alternate choice**. Please limit requests to 3 videos and/or 1 training kit per order.
3. When you request a video, you must indicate on the order form when the training session is planned.
4. **Due to high demand, please acknowledge our two-week return policy on all videos and training kits**, additional days may be requested. **All videos and training kits must be returned via a traceable system, such as FedEx, UPS or Registered or Express mail through the Post Office, in case of loss during transit.** After use, please rewind videos and return in correct cases. Please note any damage to the video, so it may be repaired before being sent out again.
5. Copyright regulations prohibit any duplication or tampering of the videos. This signed policy is your agreement not to copy or videotape the program.
6. These videos may only be used for educational purposes and may not be used for profit in any way.

I have read and agree to the procedures stated above, and understand my agency/entity is liable for loss of videos and training kits and is subject to copyright regulations.

Signature of Requester

Date

Please mail or fax signed policy to:

Texas Association of Counties~Law Enforcement Video Loan Request
1204 San Antonio
Austin, Texas 78701
Phone: (800) 456-5974~(512) 478-8753~Fax: (512) 476-6231