

Welcome to the Texas Association of Counties 2009/2010 Resource Library Catalog!

We hope that the videos, kits and printed safety materials made available to you through this resource help you to maintain a safe work environment for all county workers in Texas! This year, we've added even more videos and more topics than ever before. The Resource Library Catalog is made possible by the Texas Association of Counties Workers' Compensation Fund.

All resources in the catalog are available at no cost to your county. While there is no charge, we do ask that you return videos using a traceable method so that the videos may be traced if lost in transit. Acceptable traceable methods include: FedEx, UPS, and Registered or Express mail through the U.S. Postal Service.

Please be aware of a two-week return policy on videos. Due to high demand, please call to request additional days if needed, as there are often waiting lists for use of the videos and kits.

Enclosed in this catalog are an Audiovisual Loan Agreement Form and a Video Request Form. To check out materials from the Texas Association of Counties Video Library, a person must fill out an Audiovisual Loan Agreement Form. **The person who fills out the Audiovisual Loan Agreement is the person who is responsible for the materials while they are in your custody and responsible for their return.** In the event that materials are damaged, lost or not returned, the person whose name is on the Audiovisual Loan Agreements is responsible for the replacement costs to the library. For that reason, Audio Visual Loan Agreements are non-transferrable in the event of personnel changes and must be filled out for each person that wishes to borrow materials.

Please fax or mail a copy of the Audiovisual Loan Agreement to:

Texas Association of Counties
Field Services Department
P.O. Box 2131
Austin, TX 78768-2131
(fax) 512-476-6231

This form must be on file before video requests can be processed.

Note: TAC participates in a Law Enforcement Video Training Program in which licensed Law Enforcement personnel may earn TLCEOSE credit for viewing Law Enforcement videos. Those interested in receiving TCLEOSE credit for law enforcement videos will need to contact the TAC Field Services Video Department about that program. Extra paperwork is required for TCLEOSE credit. Safety and Management videos are not applicable to the TCLEOSE program.

All videos are in VHS format unless otherwise indicated.

TEXAS ASSOCIATION OF COUNTIES
AUDIOVISUAL LOAN AGREEMENT FORM

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

PLEASE PRINT

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

List of Procedures:

1. The **TAC Safety Resource Library** is a non-commercial audiovisual library to loan videos and training kits for use in your safety training program.
2. Video and training program loans are made **only** after this form is completed and on file at the TAC office.
3. You may call, 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.
4. 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. Due to high demand, please acknowledge our two week return policy on all videos and training kits, additional days may be requested.
6. All videos and training kits **must be returned by some traceable method (example: FedEx, UPS, etc.)**.
7. Copyright regulations prohibit any duplication or tampering of the videos. Anyone violating the regulations may face a misdemeanor charge. This signed policy is your agreement not to copy or videotape the program.

I have read and agree to the procedures stated above, and understand my County/entity is liable for the cost of lost of videos and training kits when the above rules are not followed.

Signature of Requester

Date

Please mail or fax signed policy to:

Texas Association of Counties~Video Loan Request
1210 San Antonio
Austin, Texas 78701
Phone: (800) 456-5974~(512) 478-8753~Fax: (512) 476-6231

**TEXAS ASSOCIATION OF COUNTIES
Video Request Form**

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

Please limit your requests to 3 videos OR 1 kit at a time and provide alternate choices in the event your first choice is unavailable.

Video Title _____ **Catalog Order #** _____

You may also call 1-800-456-5974 or 512-478-8753 to make a request by phone. Please note that requests made after 3pm will be mailed the following business day.

Please send this form to: Texas Association of Counties~ Video Loan Request
1210 San Antonio
Austin, Texas 78701
Phone: (800) 456-5974~(512) 478-8753~Fax: (512) 476-6231

