



Video Library Procedures and Policies

To have sufficient time to secure and process your request, we must receive your order one week prior to the date you need it. By borrowing the DVDs at NO COST, the customer agrees to the following responsibilities:

- The number of DVDs booked to each separate business location within an organization is limited to two (2) videos at a time.
- DVDs may be checked out for a maximum of two weeks.
- Keep DVDs away from heat, moisture, and magnetic fields.
- Ensure that only trained staff operates the DVD player.
- DVDs may not be copied, televised, videotaped in whole or in part due to copyright laws.
- Admission fees, collections, or donations may not be charged when DVDs are shown.
- The stated value of each DVD is \$500. The borrower is financially responsible for any material that are damaged and/or lost while checked out to your company or organization.
- DVDs will be picked up in person at the UVICELL office in St. Thomas.
- Each workplace is different. All DVDs should be reviewed by the appropriate personnel in each facility to determine the applicability of the information therein. The Consultation Program Video Library is not responsible for the accuracy of the content of the DVDs.
- Notify the video library if as DVD is played it is found to be damaged. Please do not attempt to repair DVDs yourself.
- The material should be returned no later than 14 days after receipt.
- The Video Library reserves the right to cancel borrowing privileges if the above procedures and policies are not followed.
- If materials are to be returned by shipping, ship via Federal Express or alternate commercial overnight carrier and insure for \$500 per item.
- Return materials by hand delivering to: UVICELL Safety In Paradise Program, #2 John Brewers Bay, St. Thomas VI 00802.