

## Safe and Drug-Free Schools Consortium

A Program of The Educational Council

# RESOURCE CENTER

### Borrower's Guidelines

The Safe and Drug-Free Schools Consortium is pleased to serve Franklin County with a free lending resource center on violence, alcohol, tobacco and other drugs education, prevention, intervention and safe schools support materials. The guidelines listed below are designed to maintain the materials in circulation for the benefit of the largest number of users. As a borrower, you agree to the following:

- Borrowing Time: 3 weeks
- Completing the Borrower's Form in its entirety.
- Returning all materials within three (3) weeks. (Late returns disrupt scheduling and inconvenience others.) If materials are damaged or destroyed, you, your school district or your organization may be billed for the replacement cost of the item(s).
- Completing evaluations on all videos shown upon request. These forms provide information that enables us to keep our offerings current and relevant.
- REWINDING VIDEOS AFTER USE.

#### **Please Note:**

- *We encourage you to preview all videos prior to presenting them to your viewing audience. This will ensure that videos are appropriate for your group.*
- *Requests will be filled based on availability of materials*
- *Do not lend videos or other materials checked out in your name to other people, since you bear all responsibility for those materials. We can easily transfer borrower's responsibility to another person by telephone without the materials first returning to the Resource Center.*