



**ONTARIO BLOCK PARENT® PROGRAM INC.**

**REQUISITION FORM FOR VIDEO LENDING LIBRARY**

**TERMS:**

1. Video booking should be made in writing to the Public Relations Director at least one month prior to the showing date.
2. Videos will be shipped, prepaid, in advance of the showing date and must be returned within three (3) days of that date. Return shipping charges are the responsibility of the borrower. Videos **will not** be shipped by overnight express.
3. Return videos by Express Post or courier only. **DO NOT SHIP BY BUS.** If a video is lost while being returned by other means than Express Post or courier, the borrower will be billed for the cost of a replacement video.
4. Borrowers returning videos C.O.D. will be billed for the charges plus an additional \$5.00 administration fee.
5. Videos must be rewind.
6. Videos are inspected for damage after every loan. Borrowers are responsible for any damage and will be billed accordingly. Only qualified persons should be permitted to run the VCR.
7. Videos returned after the due date on the booking memo are subject to a fine of \$3.00 per day late penalty. If a loan extension is needed, please contact the Public Relations Director for approval. Borrowers who consistently return videos late will be prohibited from using them.

THANK YOU FOR YOUR COOPERATION  
ONTARIO BOARD OF DIRECTORS.



**REQUISITION FORM FOR VIDEOS:**

**PROGRAM** \_\_\_\_\_

**SHIPPING ADDRESS (Not a P.O. Box)** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**DATE(S) OF SHOWING** \_\_\_\_\_

**NAME OF VIDEO(S) REQ'D (max. 2)** \_\_\_\_\_

<p><i>For Office Use Only:</i></p> <p>Date Sent _____</p> <p>Date Returned _____</p> <p>Condition _____</p> <p>P/R Director _____</p>
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