

Video Loan Policy

- 1) Videos can be borrowed for up to 1 month.
- 2) A member who borrows materials from the Video Library is required to provide a valid charge card account before the order will be shipped.
- 3) The member's charge account will be charged the cost of shipping return receipt, plus a nominal handling fee.
- 4) After 2 weeks overdue, a reminder letter will be sent. After 4 weeks overdue, a charge for the cost of the video(s) will be made on the credit card.
- 5) It is the members' responsibility to pay to return the video(s). It is recommended that return receipt is used.

Video Library Order Form

Name _____ AGD # _____

Address (No P.O. Box #) _____

City _____ State _____ Zip _____

Office Phone _____ Email _____

Charge Card: Visa _____ MasterCard _____ American Express _____

Charge Card #: _____

Expiration Date: _____ Security Code: _____

Name as it appears on card _____

Signature of Cardholder _____

Items Requested:

Item #	Title
_____	_____
_____	_____

Videos are needed by _____.

Disregard request if it can not be filled by _____.

Mail to: PAGD, 217 State St., Harrisburg, Pa. 17101 or Fax to: 717-257-4188