

VIDEO LOAN POLICY AND CONTRACT

WESTERN STATES CENTER

DISMANTLING RACISM PROJECT

The Dismantling Racism Project at Western States Center is very excited to have a small video library that may help make important videos about race and racism accessible to organizations and individuals committed to racial justice. We hope that these videos spark new learning and meaningful conversation. Please spread the word that these videos are available and let us know of any other videos that you believe would enhance our library.

We ask individuals and organizations who borrow videos to make a contribution to Western States Center in order to help us expand our video library. We suggest that individuals and organizations within the Western States Region (Alaska, Washington, Idaho, Montana, Wyoming, Oregon, Nevada, Utah) make a contribution of \$10 per video. We suggest that individuals and organizations outside the Western States Region make a contribution of \$15 per video. We also welcome videos that are purchased on behalf of Western States Center in order to expand the resources available for racial justice work.

The vast majority of our videos have been purchased by Western States along with the right to show the videos. In most cases we have made back-up copies of these purchases which we use to loan out. These copies are made in order to safeguard our investment in case of loss or damage to loaned tapes. We ask that you refrain from making copies of the loaned tapes. Please purchase your own copy if you intend multiple showings over a long period of time. Also, please treat the videos with care so that they will remain a quality resource for others.

In order to make sure videos are available to all that need them, video loans may not exceed three weeks unless prior arrangements are made with the Dismantling Racism Project. Individuals or organizations borrowing videos are responsible for any postage required to return videos. Individuals and organizations who loan videos are responsible for the cost of replacing any lost or damaged video.

Please fill out the following information. This form can be faxed to the Dismantling Racism Project. We ask that you send the original with your contribution (fax and address below). Thank you.

Name: _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____

Name of Video: _____

Date of Loan: _____ **Date of Return:** _____

Name of Video: _____

Date of Loan: _____ **Date of Return:** _____

I have read and agree to the above video loan policy.

Signature: _____

THANKS FOR USING THE VIDEO LIBRARY!

WESTERN STATES CENTER, 2001
PO BOX 40305
PORTLAND, OR 97240
PH: 503-228-8866 FAX: 503/228-1965
WWW.WESTERNSTATESCENTER.ORG