

TEXAS ASSOCIATION OF COUNTIES
AUDIOVISUAL LOAN AGREEMENT FORM FOR LAW ENFORCEMENT

Form must be completed and in the TAC file before an audiovisual loan can be made.

PLEASE PRINT

County/Entity	Phone Number/Fax Number
Requester's Name & Title/Email Address	Street Address, City, Zip

List of Procedures:

1. The **TAC Safety Resource Library** is a non-commercial audiovisual library to loan videos and training kits for use in your law enforcement training program. Once the video is viewed and the proper paperwork is completed, we will award TCOLE hours.
2. Video and training program loans are made **only** after this form is completed and on file at the TAC office.
3. You may call, mail or fax your request for videos or training programs. Since items will be shipped **upon availability**, please provide **an alternate choice**. Please limit requests to 3 videos and/or 1 training kit per order.
4. When your request a video, you must indicate on the order form when the training session is planned.
5. Due to high demand, please acknowledge our two week return policy on all videos and training kits, additional days may be requested. All videos and training kits **must be returned by some traceable method (example: FedEx, UPS, etc.)**. Please note any damage to the video so it may be repaired before being sent out again.
6. Copyright regulations prohibit any duplication or tampering of the videos. Anyone violating the regulations may face a misdemeanor charge. This signed policy is your agreement not to copy or videotape the program. These videos may only be used for educational purposes and may not be used for profit in any way.

I have read and agree to the procedures stated above, and understand my County/entity is liable for the cost of lost of videos and training kits when the above rules are not followed.

Signature of Requester

Date

Please mail or fax signed policy to:

Texas Association of Counties~Video Loan Request
1210 San Antonio
Austin, Texas 78701
Phone: (800) 456-5974~(512) 478-8753~Fax: (512) 476-6231