

## NATIONAL ASSOCIATION OF HEARING OFFICIALS

Library Loan Request (Rev. 10/2016)

Borrower (Last Name, First Name, M.I.)			
Title		Agency	
Address Line 1			
Address Line 2			
City		State	Zip Code
Telephone Number		Fax Number	
E mail Address			
NAHO Membership No.		Expiration Date	

### Library Loan Requirements

- Current NAHO membership is required.
- Limit of four (4) videos per loan request.
- DVDs must be returned 30 days after date of mailing. A late fee of \$12.50 per DVD will be assessed if the material is returned up to three weeks late. After three weeks, the entire deposit is subject to forfeiture.
- DVDs are shipped after the librarian receives the request, verification of membership, refundable deposit of \$30 per video and non-refundable viewing fee of \$30 per video.
- Video link and password are sent by email after the librarian receives the request, verification of membership and \$25 viewing fee.
- Individual members may purchase a library card for \$100, which entitles the member to borrow up to 10 videos or DVDs per calendar year.
- An agency official may purchase a library card for \$500, which entitles the holder to borrow up to 25 videos or DVDs per calendar year for training purposes.

Video Requested			
Instructor		Conference Year	
Purpose	<input type="checkbox"/> Hearing Officer Certification	<input type="checkbox"/> Training-Personal	<input type="checkbox"/> Training-Agency

Video Requested			
Instructor		Conference Year	
Purpose	<input type="checkbox"/> Hearing Officer Certification	<input type="checkbox"/> Training-Personal	<input type="checkbox"/> Training-Agency

Video Requested			
Instructor		Conference Year	
Purpose	<input type="checkbox"/> Hearing Officer Certification	<input type="checkbox"/> Training-Personal	<input type="checkbox"/> Training-Agency

Video Requested			
Instructor		Conference Year	
Purpose	<input type="checkbox"/> Hearing Officer Certification	<input type="checkbox"/> Training-Personal	<input type="checkbox"/> Training-Agency

Library Card Request	
Individual	Membership No.
Agency	Authorized Official

Library Loan Agreement

- The Borrower may not share, copy, download, or otherwise distribute the video or DVD.
- The Borrower agrees not to use any portion of the video or DVD in other presentations without the prior written consent of NAHO.
- The Borrower agrees not to excerpt or use any portion of the materials presented in the video or DVD without the prior written consent of the presenter(s) in the video.
- The Borrower agrees to only exhibit or show the video or DVD to individuals or groups of members of NAHO. Agency card holders may show the video or DVD to non-members for training purposes.
- The Borrower agrees that the video is the intellectual property of NAHO. The Borrower further understands that NAHO reserves the right to assert its copyright and other intellectual property rights against the Borrower should the Borrower violate the Library Loan Agreement.
- The Borrower agrees to not charge a fee for others to view the video or otherwise show the video for profit or other remuneration.

I AGREE TO THE TERMS OF THE LIBRARY LOAN AGREEMENT.

Signature	Date
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PLEASE MAKE THE CHECK OR MONEY ORDER PAYABLE TO NAHO. SUBMIT COMPLETED FORM TO:

Clayton Mansfield, NAHO Librarian  
 clayton.mansfield@naho.org  
 600 Arch St., Rm. 6448  
 Philadelphia, PA 19106

VERIFICATION OF VIEWING FOR CERTIFICATION

I CERTIFY THAT I HAVE VIEWED \_\_\_\_ HOURS \_\_\_\_ MINUTES OF \_\_\_\_\_ TRAINING AS REQUIRED FOR CERTIFICATION.

Employee Signature	Date
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I CERTIFY THAT THE ABOVE NAMED INDIVIDUAL VIEWED EACH VIDEO IN ITS ENTIRETY AND COMPLIED WITH ALL COURSE REQUIREMENTS.

Supervisor Signature	Date
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NAHO USE ONLY:

Date Received mm/dd/yyyy  
 Check # \_\_\_\_\_ ( \_\_\_ personal \_\_\_ business)  
 PayPal      Credit Card  
 Amt \$  
 Membership # \_\_\_\_\_ Expiration \_\_\_\_\_  
 Library Card # \_\_\_\_\_ Expiration \_\_\_\_\_

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