



SAGAMORE COUNCIL, BSA  
DVD & VIDEO CHECK-OUT POLICY  
EFFECTIVE MARCH 30, 2006



In order to:

- a) encourage the timely return of video-based materials to the Sagamore Council, and
  - b) provide for the replacement of materials that may not be returned,
- it is necessary to institute the following policy, effective March 30, 2006:

- 1) Materials that are borrowed from the Sagamore Council Trading Post, a District reference library, or directly from a District Executive are designated to be "checked out" for a period of two weeks. If a longer period is desired, it must be specified in writing on the check-out form.
- 2) After the two-week check-out period, the Sagamore Council Trading Post staff will make a phone call to the borrower and remind them that their materials are past due.
- 3) After four weeks (two weeks after the due date of the materials) the borrower will be billed either \$20 or the retail value of the materials, whichever is greater. This bill will be due immediately, as if the borrower had purchased the materials outright.

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Material Title / Description: \_\_\_\_\_

Borrower Name (print): \_\_\_\_\_ Unit # \_\_\_\_\_

Borrower Signature: \_\_\_\_\_

By signing, I agree to the borrowing terms described above

Phone #: \_\_\_\_\_

Date borrowed: \_\_\_\_\_ Date due (normally two weeks): \_\_\_\_\_

Lender Name (office, DE, etc.): \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

When the borrowed items are returned, the Council signs here and returns this form to the borrower, as a receipt to the borrower of having returning the materials.

Returned to: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_