

# MEMBERS' LIBRARY LOAN POLICIES

1. Videocassettes, DVDs and CDs used by members are the sole and absolute property of the Pennsylvania Dental Association (PDA) and may be neither used or disposed of in any form except as expressly provided herein. They are for members' private use only, and members may make no use thereof that would constitute a "public performance" under applicable law. Membership and membership privileges are not transferable by the member.
2. Member agrees not to copy any tape, DVD or CD in part or whole according to the conditions set forth under copyright laws.
3. A member who borrows materials from the Members' Library is required to provide a valid charge account number with expiration date before his or her order will be shipped.
4. The member's charge account will be charged the actual cost of shipping library materials via a common carrier, plus a nominal handling fee. (This eliminates the need to send orders cash on delivery.)
5. Members whose library materials are not returned to PDA within three weeks of the loan date will be charged a \$20 penalty per item for each two-week period or portion thereof the materials are past due.
6. All materials used by the member are to be returned to PDA via a common carrier or hand delivered by the due date indicated in the original shipment. Member is responsible for the cost of returning the library materials to PDA. Failure to return any materials, as aforesaid, may result in the imposition of charges, not to exceed the retail value of the materials, as per items 3, 4 and 5, above.
7. The materials are accepted in as-is condition, and PDA makes no warranty with respect to the quality thereof. Member shall be responsible for the loss or damage of any materials while in the member's possession.
8. PDA reserves the right to alter its procedures at any time upon written notification to the member.
9. By being a member of PDA, member is automatically bound by the foregoing conditions.
10. I have read the foregoing and agree to abide by the provisions as stated.

X

Signature

Date

# MEMBERS' LIBRARY ORDER FORM

So this order can be processed in a timely manner, sign and date this form at the X in the bottom left corner. Don't forget: you can also view the catalog online and complete an order form at [www.padental.org/library](http://www.padental.org/library).

Name \_\_\_\_\_ ADA Number \_\_\_\_\_

Street Address (No P.O. Box Number) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Charge Card:       MasterCard       Visa       Discover       American Express

Charge Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on charge card \_\_\_\_\_

Billing address of cardholder \_\_\_\_\_

Signature of person named on charge card listed above \_\_\_\_\_

**ITEMS REQUESTED:** (Order **must** include both a title and an item number.)

Item #	Title	Quantity	Format (VHS, DVD, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Materials are needed by \_\_\_\_\_ . Disregard request if it cannot be filled by \_\_\_\_\_ .  
Date \_\_\_\_\_ Date \_\_\_\_\_

If requesting brochures or posters, please provide the information requested below:

Event Name \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_