

www.thepool-tn.org

Return all media to: The Pool, Attn: Lottie Scobee, 5100 Maryland Way, Brentwood, TN 37027

SAFETY TRAINING MEDIA REQUEST FORM

"Safety Partners Training Media Library" is available **free of charge** to all Pool members

Please make extra copies of this form for future use.

Fax your request to 615-371-9212 OR e-mail to LScobee@thepool-tn.org

- ✓ **Maximum** of **three (3)** DVDs/Videos may be loaned for **2 weeks**.
- ✓ **If you scratch the DVD – you bought it.**
- ✓ Media should be returned via **UPS, Federal Express, or U.S. Post – Express or Priority.**
- ✓ **If media is lost in the mail, you are responsible for replacement cost.** Please do **NOT** use ordinary paper envelopes to return material as it tears easily. **Always use tear-proof material.**
- ✓ Please respect the copyright law on all media.

Questions? Contact Lottie Scobee, 800-624-9698, 615-371-0049 or E-mail: LScobee@thepool-tn.org

YOUR HELP IS NEEDED: For the continuation of funding for this program, it is important that you write in the NUMBER OF VIEWERS on the "Media Information Form", included inside each media case.

CATALOG NUMBER	TITLE OF MEDIA
_____	_____
_____	_____
_____	_____

Please select two alternative choices if above media are loaned out and not available:

NAME OF PERSON MAKING REQUEST: _____

CITY/AGENCY AND DEPARTMENT: _____

MAILING ADDRESS: _____

CITY AND ZIP CODE: _____

E-MAIL: _____ PHONE NUMBER (with Area Code): _____



DATE YOU NEED MEDIA: _____

I AGREE, upon signing this REQUEST FOR TRAINING MEDIA FORM, to be held responsible for the DVD/Videos and that they are returned in a timely manner and in **GOOD CONDITION**.
FAILURE TO DO SO WILL RESULT IN THE SIGNEE HAVING TO PAY FOR THE COST OF REPLACING THE MATERIAL.

Reminder: Please allow at least **7 to 10** days from the date you send in your request to receive material. Adequate time for handling and mailing is critical in order to insure your selection reaches you by your requested training date. This media library is shared among all Pool members, and your requested material might already be loaned out.

YOUR SIGNATURE: _____

DATE OF REQUEST: _____

Following To Be Filled in by The Pool:

Date Media Was Mailed: _____ Date Media Need To Be Returned to The Pool _____