

The Schools and Colleges Affiliation Scheme

VHS Videotape Booking Form

Please read the **Conditions of Loan** overleaf before completing the details below.

Please state your Affiliation/Membership Number _____

Title of Tape requested _____

Date of Viewing _____

Alternative Date _____

Name of School/College _____

Address _____

Telephone No: _____

Email: _____

If your chosen title is not available on either date requested, do you wish to have a different title on either of those dates? If so, please specify.

I accept the conditions of loan listed overleaf.

Signed _____ Name _____

Position _____ Date _____

Please return your completed booking form to:

Leila Solomon
Education Department
Institute of Physics
76 Portland Place
London W1B 1NT

Telephone: 020 7470 4800
Fax: 020 7470 4848
email: physics@iop.org

Conditions of Loan

Please read carefully. Signing this form shows that you accept these conditions.

1. Affiliated Schools and Colleges and Teachers who are Members of the Institute may borrow videotapes free of charge.
2. Requests for borrowing a particular videotape will be dealt with strictly on a 'first come first served' basis.
3. The Official Booking Form must be used. A fresh booking form will be sent out with each videotape.
4. 10 working days' notice of the viewing date should be given.
5. Telephone bookings cannot be accepted.
6. Only ONE title may be requested at any one time.
7. Videotapes must be posted back to the Education Department on the day after viewing, so they arrive back at our office no later than 3 working days after the viewing date specified.
8. **Late Fees:** A fee of £2.50 per day will be charged for videotapes arriving back late.
9. No copying of any part of any videotape may be made.
10. Lost or damaged tapes must be replaced by the borrower at the full commercial rate, plus a charge for administrative time.