



By completing the *Library Member Agreement*, you agree to the below guidelines.* Please save this page in your web browser or print a copy for your records.

NHES
c/o FoA
PO Box 340
Charles Town, WV 25414

Fax: (304) 725-1523
Phone: (304) 725-0506
education@nhes.org

Focus on Animals Program Guidelines

Fees

- ***Joining the library program and borrowing films is always free!***
- Library members are responsible for paying return postage of borrowed films; each film is to be insured for \$50 (fees are nominal, generally a few dollars).
- NHES requires a debit/credit card number as part of program membership; no charges will be incurred to the card except for unreturned or damaged items.

Film Availability

- To allow for overlapping requests, Focus on Animals carries multiple copies of most films in the library, many of which are in DVD and VHS formats.
- In the case that a film is not available, the Education Department is glad to suggest substitutes. Also, we may attempt to facilitate early return of a borrowed film if its expected date of use has passed.

Shipping

- Films are typically shipped via media mail; when making loan requests, please allow for two weeks mailing time prior to expected date of use.
- Borrowed films should be returned within two weeks of expected date of use; however, extensions are possible upon request.
- Library members are responsible for paying return postage of borrowed films; each film is to be insured for \$50 (fees are nominal, generally a few dollars).
- All films should be returned in the condition in which they were received; please take care to package films appropriately. If a film arrives to you damaged, please contact NHES/Focus on Animals to inform us.

Viewer Discretion

- Many films contain graphic content. Age recommendations for the library films are a general guideline only.
- *Library members are ultimately responsible for reviewing and determining the appropriateness of each film prior to showing before an audience.*

Copyrights

We are sometimes asked if films may be duplicated or used for fundraising, etc. Please note that NHES/Focus on Animals *does not* own the copyrights to the majority of the films in our library. Per the request of filmmakers, NHES has been asked to advise library members of the following:

- Films borrowed from the Focus on Animals library program should be used only for nonprofit educational purposes, in non-broadcast public or private formats. Exceptions for television broadcast are noted with film descriptions.
- Persons wishing to inquire about copyright permissions beyond the aforementioned (ie: duplication, fundraising, television broadcast) should contact the film makers directly.

*Agreement is available online at www.nhes.org, under Focus on Animals