



Puerto Rican/Latin American Cultural Center
 University of Connecticut
 2110 Hillside Road, Unit 3118
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DVD/VHS Use Policy & Reservation Form

Loan Periods

University faculty, staff, and students may check out DVDs/VHSs for 48 hours (2 days). Limit: 2 per individual.

Checkouts & Returns

For all checkouts and returns, see the receptionist or administrative assistant. You will need to provide your UConn ID. Receipts for returned items are available upon request.

Overdue Notices

If the item(s) are not returned by the due date, an overdue notice is sent. All notices are sent via email to your official UConn email address.

Loss or Damage

If you damage or fail to return the DVD/VHS, you will be responsible for reimbursing PRLACC the full cost and shipping charges. All payment must be made in cash.

Suspension of Borrowing Privileges

Privileges are automatically suspended when a borrower:

- Has one overdue DVD/VHS
- Has damaged or lost a DVD/VHS and has failed to reimburse PRLACC for the cost and shipping charges

A suspension is automatically lifted when the condition causing it is rectified.

Confidentiality

The borrower identity is kept confidential. Such information is maintained in the PRLACC files in order to conduct normal business. PRLACC is committed to the protection of the right to privacy and the prevention of harassment by other borrowers.

Borrower Name (print): _____

University Address: _____

Phone: _____ **Email:** _____@uconn.edu

Use: Class Meeting Leisure Other _____

DVD/VHS Title: _____

I have read and agree to PRLACC's policies. **Signature & Date** _____

Office Use Only

Status (please check the ID): Undergraduate Student Graduate Student Faculty / Staff

Check Out Date & Time: _____ Return Date & Time: _____