



## Pathways to Recovery Video Library Check Out Form

Staff has access to various informational resources provided by Pathways to Recovery. Video's can be reserved for 72 hours while this form is being completed and authorization obtained. Please call 453-8381 to reserve material. Materials may be checked-out for up to 5-days. If items are needed for longer periods, prior arrangements must be made. Three items may be checked out at a time.

Check Out Date	Name	Department	Work ph. #	Item Description	Borrower's Signature*	Date Returned

The return date for the items checked out above is \_\_\_\_\_

\*Note to Authorized Person: It is your responsibility to ascertain that all videos are returned on the above date. This date will be indicated above when the literature is picked up by the employee. Your signature below acknowledges your acceptance of these conditions. You will need to provide us with the following information in order to check out the requested materials:

Program: \_\_\_\_\_ Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Signature (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_