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Loan Policy Fire Sciences Library & Audio-Visual Resource Centre

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- Inclusion in the Fire Sciences Library & Audio-Visual Resource Centre collection in no way constitutes an endorsement by the Office of the Fire Marshal of the content of the materials.
 - The loan of Ontario Fire Marshal (OFM) resources is restricted to residents in Ontario.
 - Audio-visual resources are to be used only for educational purposes, in connection with fire department training or the promotion of fire safety awareness within municipalities. Audio-visual resources shall not be used when an admission fee is charged, or to promote an enterprise or products.
 - Books and technical reports are available for loan. Standards, journals and periodicals, statues and regulations, reference collection materials, vertical files, and resources in electronic format may not be borrowed but may be consulted in the library.
 - There is no rental charge for loan of OFM materials.
 - Library and audio-visual resources are subject to copyright protection and should not be used in any way that contravenes the *Copyright Act*.
 - OFM materials are loaned out for a two-week period. Please call before the return date if an extension is required.
 - **OFM resources are sent via prepaid courier. The borrower is responsible for the return costs via-prepaid courier; the OFM does not accept collect charges. Alternatively, materials can be picked up or returned in person at the Fire Sciences Library & Audio-Visual Resource Centre.**
 - **Persons borrowing OFM resources accept the responsibility of their safe return as well as the responsibility of paying the cost of replacing damaged or lost audio-visual materials.**
 - Materials cannot be transferred to another user without first being returned to the Fire Sciences Library & Audio-Visual Resource Centre.
 - The Fire Sciences Library & Audio-Visual Resource Centre reserves the right to refuse to lend materials to persons who violate any of the above noted conditions.

I understand and agree to the above borrowing conditions:

Name: _____

Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Signature: _____ Date: _____