

Center for Early Childhood Professional Development  
College of Continuing Education  
The University of Oklahoma

*Presents*



## The Video Lending Library



***Thank you for taking an interest in the  
Center for Early Childhood Professional Development's Video Lending Library.***

**Please Follow These Instructions Carefully When Borrowing And Returning Video(s).**

- ✓ You may request a copy of our Video Lending Library catalog and place your video order by telephone, email, faxing or by visiting our web site for a complete listing of the videos and order form. A Spanish version of the catalog and forms used for the Library are available upon request.
- ✓ You may check out **2 videos at a time**. Once the videos are received, they **must be viewed and returned within 2 weeks**. (Educators: please contact the office for ordering information.)
- ✓ Upon receiving your videos, you may order more videos with our **NEW order form**, found on the backside of the **enclosed return slip**.
- ✓ An **Individual Study Record** will be enclosed per video to serve as your **verification of training**. Because the Department of Human Services limits the amount of annual training a provider can receive by video, please refer to your Licensing Standards book for the number of hours.
- ✓ To prevent video damage, we request that **videos be returned in a padded envelope**. (Envelopes received from the Video Lending Library may be reused if they are in good condition. Additional sealing is required on reused envelopes.)
- ✓ Return postage is your responsibility. **Videos** are considered **media rate** or **book rate postage**, which is **less expensive**. Contact your local post office for rate.
- ✓ When returning the videos, please include your return address on the envelope. Use the correct "ship to" address:

**Center for Early Childhood Professional Development  
College of Continuing Education • The University of Oklahoma  
1801 N. Moore Avenue  
Moore, OK 73160-3667**

***You are responsible for the videos you borrow. You will be billed for lost or damaged videos. Failure to return the videos within a timely manner as requested will affect your eligibility for future services through this office.***

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*We look forward to assisting you with your professional training in quality care giving. Please let us know if you have questions or need more information.*

Center for Early Childhood Professional Development • Video Lending Library  
(405) 799-6383 ext: 222; Toll Free (888) 446-7608; Library (405) 793-3413; Fax: (405) 799-7634  
Website: [www.cecpd.org](http://www.cecpd.org)