WCASA Resource Center Policies

The WCASA Resource Center has a wide variety of materials available for use. We are pleased to make these resources available to our members and to all Wisconsin residents. Anyone in the state of Wisconsin may use the materials either by checking them out or by using them at the Resource Center located in the WCASA office.

In order to ensure the continued availability of resource materials, WCASA reserves the right to exercise the following policies. *By requesting resources from WCASA, borrowers are agreeing to these policies.*

**ORDERS:** Wisconsin Coalition Against Sexual Assault (WCASA)
2801 W. Beltline Highway, Ste. 202
Madison, WI 53713
Phone: (608) 257-1516, ext. 114 • FAX: (608) 2576-2150 • Email: wcasa@wcasa.org

**COST:** Payment can be made using cash, checks (payable to WCASA), or credit cards (Discover, Mastercard, or Visa). Please contact the office if you would like to pay by credit card.

**Members:** There is no cost to borrow materials, *but return shipping charges and the insuring of each video for the value of $200.00 is the responsibility of the member.*

**Non-Members:** Non-members borrowing materials are charged a minimal fee (listed below) to cover our costs. Note that *the charge is per order not per item.* Payment must be received before materials can be checked out.

You may call to receive an invoice if you or your agency so desires. Additional costs include return shipping charges and the insuring of each video for the value of $200.00.

- **Cost for borrowed material including DVDs/Videos:**
  - $7.00 sent by mail
  - $5.00 if picked up at WCASA office

- **Cost for borrowed material not including DVDs/Videos:**
  - $6.00 sent by mail
  - $3.00 if picked up at WCASA office

**LENDING PERIOD:**
- All materials will be due 4 weeks after date of receipt.
- All material may be renewed for an additional period upon written or verbal request, unless there is a waiting list for the materials.
- Special lending period needs will be accommodated when possible.

**LENDING LIMITS:**
- There is a limit of 10 resources that may be checked out at one time per agency. AND
- Number of DVDs/Videos checked out at one time will be limited to 5.
- Resources will only be shipped within the state of Wisconsin.

**RETURNS:**
- All resource center materials must be returned to the office in person or via UPS or certified mail. **Videos returned via UPS or certified mail must be insured for $200.00 each.**

**RETURN CONDITIONS:**
- All borrowers are responsible for returning materials in the same condition as received. **Borrowers will bear any costs of repairing or replacing resources that have been damaged or lost.**

**LATE RETURNS:**
- No new material may be checked out by the borrower or anyone else within the agency until any late materials are returned.
- If materials are not returned by their due date, WCASA will make contact via phone calls, Emails, and/or letters. On a case by case basis, WCASA reserves the right to invoice for late charges (totaling no more than $10.00 per item) and to invoice the borrower for the cost of the materials if they have been lost.

*Revised 12/19/14*
REQUEST FOR RESOURCES:

(Delivery of requests could take up to a week. If you need the materials for a presentation or other time sensitive event, please indicate when they are needed: ______________)

Dates to be Assigned by WCASA Staff

ALL Materials Due: ______________ Renewal Contacts: ______________

1st Renewal Date: ______________ 2nd Renewal Date: ______________

Date All Materials Returned: ______________

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Please Print Clearly: Circle one: Member Non-Member

Name: __________________________ Organization: __________________________

Street Address: __________________________________________________________

City: __________________________ State: ______ Zip+4: __________________________

Phone: __________________________ FAX: __________________________

Email: __________________________

By requesting these materials, I agree to the policies and procedures of the WCASA Resource Center (see other side). I also understand that I am responsible for non-member fees, return shipping charges and insurance for videos, if applicable.

For Internal Use Only

Date Mailed or Picked Up: ______________ Staff Initials: _____________

Non-member Fees Required: _______ Invoice Issued: # _______ Date Paid: _______

Late Fees Required: _______ Invoice Issues: # _______ Date Paid: _______

Overdue Notification: Invoice for Materials: # _______

1st Notice Date: _______ Email: _______ Mail: _______ Phone: _______ Amount: _______

2nd Notice Date: _______ Email: _______ Mail: _______ Phone: _______ Paid: _______