



A Program of Wheeler Clinic

CSSD Resource Membership Registration Form

Please mail or fax the completed form to: Connecticut Clearinghouse - 334 Farmington Avenue - Plainville, CT 06062 Fax: 860.793.9813

Connecticut's library and resource center for information on substance use and mental health disorders, prevention and health promotion, treatment and recovery, wellness and other related topics



CONNECTICUT CLEARINGHOUSE MEMBERSHIP AGREEMENT

I have read, understood and accepted the terms of Connecticut Clearinghouse Membership. Therefore, I agree to: (a) pay late fees on overdue items; (b) return materials on or before the stated return date.

I agree personally to assume full responsibility for all audiovisual materials, curricula and books borrowed from CT Clearinghouse and to pay for the loss or theft of, or damage to, said materials while in my care; the amount of payment to be determined by the lender.

A maximum of 3 books and 3 curricula may be borrowed for 21 days. I agree to pay the sum of 10¢ per day for every day that each book/curricula is overdue. A maximum of 2 audiovisuals may be borrowed for 3 weeks. I agree to pay the sum of 50¢ per day for every day that each audiovisual is overdue. In consideration of the needs of other patrons, I agree to return the material by the due date.

If I do not hand-deliver the borrowed materials to CT Clearinghouse, I agree to return them via insured mail through the carrier of my choice. Each audiovisual must be insured for \$200 and each audiocassette insured for \$10.

I understand that Federal law provides severe and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted audiovisual materials. I also understand that the staff of CT Clearinghouse reserves the right to suspend or terminate my membership if I violate the terms of membership as stated in this agreement.

Send Materials to: Business Membership: New

First Name: _____ Last Name: _____

Your Job Title: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ / _____ Home Phone (Optional): _____ / _____

Home Address (Optional): _____

City: _____ State: _____ Zip Code: _____

E-mail Address (to receive Courier Online and information on trainings, grants, etc.): _____

Signature: _____ Date: _____

Benefits of Connecticut Clearinghouse Membership

- Borrowing privileges from an extensive library of books, curricula, videotapes, DVD's, audiocassettes & CD-ROM's
- Pamphlets, posters, fact sheets and other printed materials
- Internet website including an on-line, searchable catalog of books, curricula and audiovisuals
Go to www.ctclearinghouse.org and select Resource Catalog
- Subscription to the electronic newsletter, *Courier Online*
- E-mail updates on conferences, trainings and funding opportunities
- Expert research assistance
- On-site Internet access
- Use of Conference Room for meetings and workshops (call for reservation)

The resources of Connecticut Clearinghouse are available to all Connecticut residents. The loan of books, audiovisuals and curricula require participation in the membership program.

Non-Members may request fact sheets and up to 10 pamphlets or posters per month, subscribe to *Courier Online*, and review audiovisuals, books, curricula and reference materials at Connecticut Clearinghouse.

Membership Information

- Members must reside or work in Connecticut
- A valid driver's license or a post-marked letter or bill is required for address verification
- Patrons under the age of 18 must have a parent or guardian sign for membership
- Members who are unable to visit the Clearinghouse may request materials by telephone, fax or email. Items will be shipped via UPS or U.S. Postal Service

Members may request materials within the following guidelines at no cost beyond the annual membership fee.

PAMPHLETS and POSTERS

A total of 50 per month

Contact the Clearinghouse to request materials for health fairs and conferences

AUDIOVISUALS

1 or 2 audiovisuals for 3 weeks

BOOKS and CURRICULA

1, 2 or 3 books and curricula for 3 weeks

Return Policy

- In-person during business hours
- After-hours video and book return
- Ship by USPS, UPS or other carrier. Insure each audiovisual for \$200

Late Fees

- 50¢ per day for each audiovisual
- 10¢ per day for each book or curriculum

Connecticut Clearinghouse
334 Farmington Avenue
Plainville, CT 06062

800.232.4424 (VOICE/TTY)
860.793.9791

www.ctclearinghouse.org

info@ctclearinghouse.org

Fax: 860.793.9813

Business Hours

Monday-Wednesday 8:30 am – 5:00 pm
Thursday 8:30 am – 7:30 pm
Friday 8:30 am – 5:00 pm

Connecticut Clearinghouse, a program of Wheeler Clinic, Inc., is funded by the CT Department of Mental Health and Addiction Services