

Video Checkout Procedure for RMWT Members

Checkout:

1. Locate Video
2. Remove card from video
 - a. Sign name on card
 - b. Date when checked out
3. Put card back into slot where the video was

Return:

1. Remove card from video slot
 - a. Date when checked in
2. Install card in video case
3. Put video in corresponding numbered slot

Please only 2 videos per member per month

Return video within 30 days of checkout so other members will also be able to enjoy the video

Thank You