

**Tips for Video Return  
in a Video Checkout Program**

February 28, 2003

There has been minimal loss of *In-English* videos in our “checkout” programs. The principal reason is that *In-English* is sequential so the students want the next tape.

However, our mutual objective is to reach zero tape loss. Here are some tips to help reach that objective.

1. Advise students that others will be using the program so they have a responsibility to return the videos so others will have access. Some use a simple contract agreeing that a best effort will be made to return all materials.
2. Put a check-out / check-in system in place. Video Language Products has check-out systems available on its website: [www.videolanguage.com](http://www.videolanguage.com).
3. We have programs who post the class checkout system on the classroom wall. Students are put in charge of the return of the videos. The peer system works superbly.
4. Students in CBET, EVEN START, etc. classes are responsible people. We have programs which assign students to track the videos/CD's/DVD's. The peer pressure to return the tapes works well. Additional peer pressure is brought if the teacher does not let the class move to the next tape until all are returned.
5. Ask for a deposit. Under CBET, “Funds are to be used for free or subsidized programs of Adult English language instruction.” There is nothing under CBET rules that preclude deposits. It is normal practice to ask for a deposit in 5% programs.
6. Plan for sending a postcard or making a telephone call or both as soon as a class or deadline is missed.

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