



Kappeler Institute USA

FOR THE SCIENCE OF BEING

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Recordings Lending Program

Kappeler Institute USA has created a Recordings Lending Program to make it easier for students to gain access to Max Kappeler's recorded lectures. We hope that you are able to use this program to add depth to your study of Science.

Borrowing Recordings from Kappeler Institute USA

Any of the recordings listed in the *KI USA Catalog* can be borrowed directly from KI USA. There is a limited supply of recordings available for loan, so requests will be handled on a first come, first serve basis.

Lending Fees

KI USA lending fees differ by format. The fees are:

- Audiocassettes \$3 per hour
- CD-mp3 not available for lending
- CD-audio format: \$4 per hour

Lending fees include illustrative materials (printed study materials specific to each recorded program). Shipping costs are paid by the borrower. We use media mail by the US Postal Service because of its reliability and low cost.

Lending Period. The lending period is based on the length of the recorded class, usually between 2 and 5 months (approximately 2 tape-hours per week allotted time for study). KI USA recommends that students listen to each recorded class at least twice—the first time to get the tone of the subject, the second time to discern the structure of the subject and take notes for future study.

OFFICERS

FOUNDER Max Kappeler (1910–2002) Switzerland **PRESIDENT** Joel Jessen/Seattle WA **VICE PRESIDENT 1** Jodi Jessen/Seattle WA
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Number of “Borrowers”

Single individuals, as well as study partners, may borrow recordings. However, if recordings are borrowed for use by more than one individual, lending fees are charged on a *per student* basis.

Deciding Whether to Purchase or Borrow Recordings

For an individual, borrowing recordings is a good way to save on the cost of study materials. Study partners, on the other hand, if they live nearby and study together, might find it better to purchase recordings. For two people, the lending fees can equal the purchase price for audiocassette or CD-audio. Groups of three or more will save on videotaped programs.

To illustrate: Two study partners would pay lending fees of \$75 each (\$150) to borrow a 25-hour class on audiocassette (2 partners x \$3 per hour x 25 hours = \$150). For CD-audio (at \$4 per hour), the lending price and purchase price both equal \$200. There are minor additional costs to purchase recordings (tax, handling fee, an additional set of illustrative materials = less than \$10).

Lending fees only apply to recordings borrowed from KI USA. Lending fees are not charged when you borrow privately owned recordings. If you decide to borrow recordings from an individual, make sure that you order extra set(s) of copyrighted *illustrative materials* for each student.

Ordering Additional Sets of Illustrative Materials

It is important that each individual have their own set of illustrative materials for each recorded class. The cost of illustrative materials is normally \$1–5 per set. To inquire about pricing, or order illustrative materials, contact KI USA.

Applying Lending Fees to Purchase

If you have paid lending fees to KI USA, and afterwards decide that you would like to purchase the recordings you borrowed, you may apply the lending fees that you have already paid towards the purchase price of that particular recording program. If you are part of a group that borrowed recordings, only the lending fees that you paid as an individual will be credited toward purchase.

Lending Agreements with Kappeler Institute USA

When borrowing recordings from KI USA, we ask that you:

1. Provide your name, phone number, and address (for groups, the name, address, and phone number of each participant).

2. Provide us with starting and ending dates for the lending period (2–5 months).
3. Make lending fee payment arrangements. You may pay in one lump sum, or pay in monthly installments (with a maximum 5 months).
4. Return the recordings in the box they came in, and use the return-shipping label that we provide.

Copyright Protection of Kappeler's Writings and Recordings

The KI USA owns and actively protects Max Kappeler's English language copyrights. The purpose for this protection is to maintain the purity of Kappeler's works for future generations. All rights are reserved by KI USA. Permission to use Kappeler's copyrighted works can be obtained by contacting KI USA.

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- Making copies of, or duplicating, Kappeler's audio/video recordings
- Publishing Kappeler audio/video recordings or written materials in electronic form (for example, copying it to a computer disk, CD, DVD, or publishing it on the web)
- Distributing transcriptions of Kappeler's lectures, classes, or recordings

This list is not comprehensive. If you would like to use Kappeler's copyrighted works and are unsure as to whether your planned use requires permission, please contact KI USA.

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