

## Terms of Use

### Who we are

**Touchstones Discussion Project** 

# A Notice Regarding Copyright Law

In purchasing Touchstones® Discussion Project's materials in any format, you and others with access to these materials agree to the terms of use.

Please be advised that all material contained in all Touchstones® Discussion Project's volumes is copyright protected. **The unlicensed photocopying**, **reproduction**, **display**, **or projection of this material—in whole or in part—for any purpose is expressly prohibited by law**. Violation of these terms without express permission from the Touchstones® Discussion Project may result in legal action against you and the organization that employs you, including the network or district of which your program or school may be part.

These terms apply for all purchases, including use outside the United States. Please consult the Berne Convention regarding copyright protections for more information. If you are interested in a licensing agreement allowing for authorized duplication of specific materials, please contact Touchstones at (410) 604-3309 or (800) 456-6542 or <u>schoolprograms@touchstones.org</u>.

#### Limited License for Digital Materials Only

Touchstones grants the digital subscriber a non-transferable, revocable, limited license for online (browser-based) access to the volume(s) purchased via the Touchstones® Online Classroom. If applicable, this license allows the subscriber to download to a device the PDF Digital Binder materials for the registered number of users/students on the invoice. These users/students may save the PDF on a local device for personal use in Touchstones programs during the license period. Access is granted from the date it is made available through the following June 30.

Subscriber may:

- i. Use the content in the course of classroom or community-based Touchstones® programming and preparation.
- ii. Download and share the PDF Digital Binder with the registered number of users/students on the invoice.
- iii. Project the text for participants during the Touchstones program via a virtual meeting platform, provided licensing has been purchased for each participant in that meeting.

## **Ordering Policies**

**Prices** 

Prices listed on our website, in our catalogue, and in other promotional materials reflect the current price as of the date of the printing. All prices listed are in U.S. dollars and payment must be received in U.S. dollars. Prices may change at any time without notice. To confirm the price of an item you are interested in purchasing, please call us at (410) 604-3309 or (800) 456-6542 or email <u>schoolprograms@touchstones.org</u>.

### Shipping

Shipping fees are as follows within the contiguous United States: for orders totaling up to \$99, the fee is \$20; for orders totaling between \$100 and \$499, the fee is \$40; for orders over \$500, the fee is 8% of the order total (before any discounts are applied). Please allow up to three (3) weeks for deliveries. Some orders may arrive in multiple shipments. Rush shipping is available upon request; please call or email us for an estimate. Touchstones can charge shipping to a 3rd party account, as long as specific 3rd party shipping account information is provided at the same time the order is placed. All 3rd party shipping requests will incur a \$15 handling fee. For orders outside of the contiguous United States, please call or email us for a shipping estimate.

Print materials may be returned within 30 days of receipt provided they are unmarked, unused, and in the same condition they were in when they were received. Touchstones will refund you the purchase price minus 30% for a restocking fee and does not refund or reimburse any shipping costs.

Digital subscriptions purchased by schools or educators may be cancelled for a partial refund within 30 days of purchase. Digital subscriptions purchased by individual students for college or university courses may be cancelled for a partial refund within 21 days of purchase. After these windows, no refunds will be given. To initiate a refund, please email schoolprograms@touchstones.org with a request for your refund. Touchstones will refund the subscription purchase minus 10% for administrative and processing fees.

### **Delivery of Materials**

Physical copies of Touchstones books are ordered and sent to institutions organizations upon approval of an invoice. Payment is due upon receipt of the books. Digital subscriptions are activated once payment is received.

#### **Policies for Custom Professional Development Services**

If you purchase a custom or in-service professional development workshop, we require a 50% deposit to secure dates of service. Payment should be received in full no later than 1 month prior to the scheduled date. If the customer changes the date of the workshop after this time for any reason, Touchstones will invoice the customer for any fees incurred from changing facilitators' travel plans.

### **Accepted Forms of Payment**

We accept Purchase Orders from educational institutions. We also accept Visa, MasterCard, and American Express. We do not accept Discover. Payment for our print volumes is due upon receipt and payment for digital volumes is due upon account creation.