

# Request for Materials from the BCDD Lending Library

Instructions: Complete the request form below and fax to the attention of Elizabeth Bishop at 901-448-7097. All information is required to process your request. Materials will be mailed out within 48 hours of receipt of request. There will be a due back date within two weeks of receipt.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Item Catalog # \_\_\_\_\_  
Title \_\_\_\_\_  
Author \_\_\_\_\_

Please mark the appropriate box

I am a  professional  family member  parent  caregiver  consumer

If you are a professional please specify which profession.

\_\_\_\_\_  
What are your goals for viewing this material?

\_\_\_\_\_  
How did you find out about our Library?

Internet search  Phone call  Agency Referral  Friend/Colleague

## Return Policy:

Due to the expense of maintaining a library of videos and materials that are lent on a regular basis, it is imperative that any material that is not returned, the lender will be subject to a fine or charge relative to the cost of replacing such material. Please indicate that you accept responsibility for the return of the material and agreement to adhere to any fines or penalties for loss or damage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date