

Audio & Video Lending Library Request Form

After you complete this form, please print and mail to:

The Arc of Texas
8001 Centre Park Dr. Ste 100
Austin, Texas 78754
Or fax to: (512)454-4956

Lending Policies:

- Please include a \$10.00 deposit for each video and/or audio tape you request. We will return the deposit as soon as you return the merchandise.
- All tapes must be returned by the due date (loan period is three (3) weeks) in order for the deposit to be returned. We will provide you with a due date when we send the materials you requested. If you would like to extend your loan time, please call 1-800-252-9729 or (512) 454-6694.
- All materials must be mailed back to The Arc of Texas and insured for \$200.

Contact Person:

Organization (if applicable):

Address:

City:

State:

Zip:

Please list the titles of the audio and/or video tapes you wish to borrow (Limit 5):

For Office Use Only:

Deposit Received: _____ Date Sent: _____

DUE DATE: _____ Date Returned: _____