



**GALLAUDET UNIVERSITY REGIONAL CENTER
NORTHERN ESSEX COMMUNITY COLLEGE**

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VIDEOTAPE LOAN REQUEST FORM

Please complete all parts of this form. Requests not properly completed will not be processed. When submitting a request by mail, please retain the pink copy for your records. The yellow copy will be returned to you with the videotapes. A new "Videotape Loan Request" form will be sent to you with the videotapes.

You may view three videotapes with each request. Videotapes will be loaned for a one to three-week use period. All videotapes must be returned by the due date. **THREE INSTANCES OF OVERDUE VIDEOTAPES WILL RESULT IN SUSPENSION OF VIDEOTAPE LOAN PRIVILEGES.** If you wish to return the videotapes through the mail, each tape must be insured for \$50.00 per tape and shipped first class.

VIDEO FORMAT: 1/2 inch VHS

Videotape(s) requested:	date sent	date due	returned/initials

(Alternate videotape requested in the event that a requested video is out on loan)

I/We understand that these videotapes are loaned subject to the conditions that they will not be copied or otherwise reproduced in any form; nor shown on broadcast television, closed-circuit television outside of educational institutions; nor shown where admission is charged, without expressed written permission from the Gallaudet University Regional Center.

signature

printed name

position or title

phone/tty number

e-mail address

home/shipping address

***Please note: Due to limited staffed office hours, we strongly recommend you call ahead prior to picking up or dropping off videotapes. Thank you.**