

## VIDEO RESERVATION



Today's Date: \_\_\_\_\_ Request Taken By: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone \_\_\_\_\_

**Titles to Reserve** (limited to 2 at a time)

1) \_\_\_\_\_ # \_\_\_\_\_

2) \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_**Please indicate if your facility is contracted as a specialized dementia boarding home**

Videos will be: \_\_\_\_\_ Picked up at the office on \_\_\_\_\_

\_\_\_\_\_ Mailed from the office on \_\_\_\_\_

Date Video(s) are due back at the office \_\_\_\_\_

### VIDEO LIBRARY POLICY

- ✓ Videos may be rented for 10 days. To extend the time contact the Helpline-- 206-363-5500 or 800-848-7097
- ✓ Two videos may be checked out at a time.
- ✓ Materials can be returned by mail, or dropped off at the office on weekdays between 8:30 am and 5:00 pm. Please rewind when finished.
- ✓ Lost or damaged videos will be billed at replacement cost. Materials will be considered "lost" if they are 4 or more weeks past due.