

MAPPA Lending Library - Material Request

Name: _____

Company: _____

Address: _____

City: _____ VA: _____ Zip: _____

E-mail: _____

Telephone: _____ Fax: _____

Items Requested:

Title	Course Code

Rental Guidelines

The following rental guidelines are intended to help maximize the availability of the materials to all MAPPA members:

Lending Library materials will be available to all MAPPA members under the following conditions:

- The rental fee is \$2.50 per item – rental charges are designed to cover our shipping costs only.
- A limit of three items may be requested at one time.
- The rental period will extend for two weeks after the materials have been sent. You will receive a pre-paid return envelope with your materials with a due-date slip.
- Materials can be requested online, via regular mail or by fax. Your request will be processed within 5 business days of when the request is received. You will be notified if your requested items are not immediately available.
- Rental fees may be paid for by check, VISA, MasterCard or American Express. Payment must be made with the request.
- Unless you have contacted the MAPPA office, a late fee of \$.50/day (not including weekends) may be assessed.
- If materials have not been returned by two weeks after their due date, you will be charged for the cost of replacement (\$7.00 per audio tape, \$25 per video tape, \$35.00 per book).

I have read and understand the rental guidelines stated above.

Payment:

Credit Card Check (enclosed)

Credit Card No.: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

For additional information about the MAPPA Lending Library,
please call (757) 410-5071.