



On line resource booking form

CATALOGUE CODE (location)		TITLE	DATES REQUIRED		OFFICE USE ONLY
			FROM	TO	

CONDITIONS OF HIRE

1. A minimum of one week from receipt of order form is required to process and confirm bookings.
2. A maximum of 4 items may be borrowed at any one time.
3. Maximum loan period for videos is two weeks. Maximum loan period for resource packs is four weeks.
4. Telephone bookings cannot be taken.
5. Confirmation of bookings will be sent by post, or by e-mail if booked on line.

COLLECTION/DELIVERY INSTRUCTIONS	CONFIRMATION DETAILS (office use only)
Please indicate collection and return point All clients in the Dundee area must pick up and return from Kings Cross	
CLIENT CODE..... Tel no..... Ext..... Full name..... Address..... Postcode..... Date.....	