

Mississippi Department of Archives and History
MISSISSIPPI HISTORY ON LOAN

LOAN FORM – THIS FORM MAY BE DUPLICATED

Titles listed in the Mississippi History on Loan catalog are available free of charge to Mississippi public schools and to eligible private schools. Eligible private schools have tax-exempt status as educational organizations under the U.S. Internal Revenue Service Code, Section 501(c)(3). All titles are VHS or DVD format.

Complete a separate loan form for each title requested.

*Title _____ Film # _____

*If title is not available on the dates requested, do you wish the Outreach Programs Coordinator to substitute another title on the same subject? _____ Yes _____ No

Show date – scheduling periods are one to three days; request for “the week of” will allow greater flexibility in booking; a confirmation of show date will be sent immediately after booking.

First Choice Dates (s) _____

Second Choice Date (s) _____

Group to View Film _____

Age Level or Grade _____ Expected Number in Group _____

Responsibilities of Borrower:

1. The borrower must return film by the date specified on the confirmation form.
2. The borrower is responsible for return shipping costs. Films must be returned by United Parcel Service or by First Class, U.S. Postal Service.
3. The borrower assumes financial responsibility for loss or damage to each film received and is expected to reimburse the Mississippi Department of Archives and History – Museum Division for loss of or damage to audiovisual material while it is in the possession of the borrower. The charge for a film is the current replacement price; the charge for out-of-print material is \$300.00.
4. The borrower certifies eligibility as stated above.

I have read and accept the responsibilities of the borrower.

Signed _____ Date _____

Name (Print Clearly) _____

Institution/Organization _____

Address _____ Phone # (business) _____

_____ Phone # (home) _____

Email Address _____

Return original to the Museum Division of the Mississippi Department of Archives and History at the address below and make a copy for your records.

Mississippi Department of Archives and History, Museum Division
200 North Street ♦ Jackson, MS 39201
Phone: (601) 576-6800 ♦ Fax: (601) 576-6815 ♦ Email: outreachprograms@mdah.state.ms.us

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