

Catholic Diocese of Jackson Audio-Visual Resource Center

Department of Formational Ministries
P.O. Box 2248
Jackson, MS 39225-2248
Phone: 601-969-2742 Fax: 601-960-8469
For more info or any questions, e-mail Education Office

Use and Care of Materials

We welcome your use of the audio-visual materials. In an effort to respond to the needs of all, we ask that all materials be returned by the DUE DATE, which is usually two weeks from the date of order. If additional time is needed, please call the audio-visual center for an extension of time. This will allow us to respond to the needs of ALL in a timely manner.

The use of audio-visual materials is free of charge. We thank you for helping us in our relay process to alleviate the cost of postage when possible. Please report any damage to materials on the form enclosed with your order. We will make every attempt to repair damaged materials free of charge; however, if we need to send materials out to be repaired, you will be billed the exact cost of the repair. Please be sure to return all components of materials, especially the guides, containers, etc. that they are stored and protected in. Please keep the materials out of intense heat; especially out of cars in the heat of summer. We ask also that you rewind the tape as a charity for the next person's use.

I have read and agree to this statement

Audio-Visual Request Form

Name:		Work/Home Phone:	
Parish/School:		City:	
Address:		Zipcode:	
E-mail Address:		Date Ordered:	
Send Library Rate:	<input type="checkbox"/>	Will Pickup at Chancery Office:	<input type="checkbox"/>

	Catalog #	Media	Title of Material (Parts, etc.)	Exact Date to be Used
1				
2				
3				

4			
5			
6			
		<input type="button" value="Submit"/>	

If materials are not available for the date(s) chosen, you will be notified.

If the catalog number shows MORE THAN ONE TAPE, please indicate whether you want a SPECIFIC TAPE in that series or ALL OF THE TAPES.

PLEASE MAIL TAPES BACK AS SOON AS YOU HAVE USED THEM.