



## FADAA Lending Library Application & Order Form

Patrons (**Florida Residents Only**) using the FADAA Video/Book Library must fill out the information below in order to check out materials. Materials may be loaned for a period of four weeks at no charge. Limit per person: 3. After the form is completed, it can be mailed or faxed. See information below.

A VISA or MasterCard number is required on all loans. This policy applies to all individuals with NO EXCEPTIONS! Individuals failing to return items within a two-month period will be charged with the replacement costs of borrowed items. Credit card charges will apply only to unreturned videos or books.

Please fill out the form below to order from the Video Library List. **MUST BE FILLED OUT COMPLETELY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: (Work) \_\_\_\_\_ (HOME) \_\_\_\_\_

\*VISA or MASTERCARD # (circle one) \_\_\_\_\_

**\*An account number must be provided before any books or videos will be loaned to you or your organization**

Expiration Date: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Terms and Conditions

*1. I will return the borrowed items on the due date specified. I understand that late returns could result in suspension of borrowing privileges.*

*2. In regards to videos/books that are lost, stolen or damaged while in my possession, I give the Florida Alcohol and Drug Abuse Association my permission to charge my Visa/MasterCard number for reimbursement of items. I also understand I will be notified before any action is taken.*

*3. I will return videos/books via **UPS** or **Certified mail** only. If videos/books are returned by other means, I understand I am responsible for any damage or loss that may occur during the time of shipment.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**Materials Requested:**

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**FADAA Resource Center  
2868-1 Mahan Drive  
Tallahassee, FL 32308**

**Phone: 850 878-2196  
Fax: 850 878-6584**