

# **DVD Lending Library**

## **Frequently Asked Questions**

### **Who is eligible to borrow videos from the library?**

All local education agencies (districts and charter schools) are eligible to borrow from the DVD Lending Library.

### **Is there a fee to use the library?**

No, the use of the library is free to eligible borrowers. However, if a video or videos are damaged, lost, or not returned, the borrower is responsible for the cost of replacing the video(s).

### **How do I borrow a video from the library?**

To borrow a video from the library, complete the Media Reservation Request and Tracking Form. Phone requests will not be accepted. Email, mail, or fax requests to Barbara Sandy. Email requests to [barbara.sandy@azed.gov](mailto:barbara.sandy@azed.gov). Mail requests to Arizona Department of Education, Attention Barbara Sandy, 3100 N. West St., Suite 300, Flagstaff, AZ 86004. Fax requests to (928) 526-5279.

### **How many videos can I borrow at once?**

A borrower may request two videos at one time.

### **Do videos come with supplemental materials?**

On the DVD Lending Library list, some videos are notated as having supplemental materials. These materials will be shipped with the video. Please do not write in them. All supplemental materials must be returned to the library when the video is returned.

### **In what format are the videos available?**

All videos are in DVD format.

### **How long is the loan period?**

The loan period is two weeks.

### **How will videos be sent to my school?**

Videos will be shipped to the borrower free of charge. ADE requires the borrower to sign a Delivery Confirmation from the U.S. Post Office.

### **How long will it take to get the video(s) I requested?**

Items will be shipped within two (2) working days of receiving a completed Media Reservation Request and Tracking Form. However, if the video requested is already out on loan, the delivery time will be longer. The borrower will be notified by the library of the expected date of delivery.

### **How do I return the video(s) to the library?**

The borrower will pay for the video(s) to be shipped back to ADE using the Delivery Confirmation method from the U.S. Post Office. All videos are due back by the date shown on the Media Reservation Request and Tracking Form. Shipping address:

Arizona Department of Education  
Attn: **Barbara Sandy**  
3100 N. West St., Suite 300  
Flagstaff, AZ 86004