



NCACC Video Library Order Form

Please provide a shipping address:

County or entity: _____

Physical address: _____

(Note: NO PO Boxes) _____

City ST Zipcode _____

Attention: _____

Phone: _____

Fax: _____

Email: _____

Indicate the Program(s) you would like to reserve:

Program No.	Program Title	Viewing Date

Note: In ordering these DVDs, the member agrees to abide by the terms and conditions as published on the NCACC Video Library webpage.

- Reservations may be made up to 60 days in advance.
- The normal loan period is 14 days (or two weeks) from scheduled viewing date. A 2-week extension may be available upon request. Any program not returned by 5 p.m. on its scheduled return due date will be subject to a late fee of \$15 per day.
- Shipment will be made by USPS Priority Mail and will include a pre-paid and pre-addressed return padded shipping envelope.
- Member is responsible for the safe-keeping of all DVDs. A \$500 replacement charge will be levied for any DVD returned that has been damaged while in the member's possession.

PLEASE PLACE YOUR VIDEO RESERVATION:

By fax – (919) 719-1101

By phone* – (919) 719-1117

By email – videolibrary@ncacc.org

*** Indicate title(s) desired, along with your name and phone number. The lending library administrator will call you the following business day to confirm shipping information.**