



## Visual Arts Lending Library (VALL) – Booking Request Form

This form can be downloaded from the Community Arts and Schools pages of our website. Images of loan items are posted in a Flickr gallery of images: [www.flickr.com/photos/communityarts](http://www.flickr.com/photos/communityarts). To request an item, please complete this form and return by post or fax or email FAO the Community Arts Technician (addresses below). Please note that bookings should be made by your Arts Coordinator. Thank you.

<b>School Name</b>		<b>Tel:</b>	
<b>Arts Coordinator Name</b>		<b>Email:</b>	
<b>Borrower Name</b>			

<b>ITEMS REQUIRED</b> <i>continue on next page</i>		<i>Technician/Administrator Only:</i> <i>Condition: L= at loan, R = at return</i>				
<b>Description/image filename</b>	<b>3 digit Ref.</b>	<b>Fair</b>		<b>Good</b>		<b>Comment</b>

<b>LOAN PERIOD</b>	<b>Date items required</b>	<b>Date available</b>	<b>Actual</b>
<b>OUT:</b>			
<b>IN:</b>			

<b>Comments or questions ?</b>	
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<b>Statement of borrower on behalf of their school:</b>	My signature below indicates I have read and accept the terms and conditions* of loan, available on the Maiden Erlegh School website.		
<b>Signature of borrower on loan/delivery – OUT</b>		<b>Date</b>	
<b>Signature for Community Arts on return/collection - IN</b>		<b>Date</b>	

\*Please note especially the loan condition regarding loss, theft or damage during the loan period.

May 2013

