

# Mississippi Department of Archives and History

## MISSISSIPPI HISTORY ON LOAN

A service offered from the Manship House Museum  
420 East Fortification Street  
Jackson, MS 39202-6043  
(601) 961-4724 • Fax: (601) 354-6043  
Email: manship@mdah.state.ms.us

### LOAN FORM – THIS FORM MAY BE DUPLICATED

Titles listed in the Mississippi History on Loan catalog are available free of charge to Mississippi public schools and to eligible private schools. Eligible private schools have tax-exempt status as educational organizations under the U.S. Internal Revenue Service Code, Section 501(c)(3). All titles are VHS format.

#### Complete a separate loan form for each title requested.

\*Title \_\_\_\_\_ Video #

\*If this title is not available on the dates requested, do you wish the Audio Visual Coordinator to substitute another title on the same subject? \_\_\_\_ Yes \_\_\_\_ No

**Show date** - scheduling periods are one to three days; requests for "the week of" will allow greater flexibility in booking; a confirmation of show date will be mailed immediately after booking.

First choice date(s) \_\_\_\_\_

Second choice date(s) \_\_\_\_\_

Group to view film \_\_\_\_\_

Age level \_\_\_\_\_ Expected Number in Group

#### Responsibilities of Borrower:

1. The borrower must return cassette by the date specified on the confirmation form.
2. The borrower is responsible for return shipping costs. Cassettes must be returned by United Parcel Service or by First Class, U.S. Postal Service.
3. The borrower assumes financial responsibility for loss or damage to each cassette received and is expected to reimburse the Manship House Museum for loss of or damage to audiovisual material while it is in the possession of the borrower. The charge for a lost cassette is the current replacement price; the charge for out-of-print material is \$300.00.
4. The borrower certifies eligibility as stated above.

#### I have read and accept the responsibilities of the borrower.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (Print clearly) \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone # (business) \_\_\_\_\_

\_\_\_\_\_ Phone # (home) \_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**Return original to the Manship House Museum at the address above and make a copy for your records.**

The Manship House Museum is administered by the Museum Division of the Mississippi Department of Archives and History.