



Lending Library Request Form

CCADV has an extensive library of books, magazines, professional digests and publications, and videos available for our members to borrow.

Members may check out a maximum of two resources at a time for a three-week period, free of charge (except for return mail charges). The due date for the materials to be returned will be indicated in the package of mailed resources. Materials may be renewed for another two weeks by contacting CCADV, but only if there is not a waiting list for the item.

Call Bayonne Holmes, Administrative Assistant, at **303-962-0935** or **1-888-778-7091 x810** if you have questions.

Borrowing procedure

1. Print a copy of this form, fill out your contact information & resource request below, and fax or mail it to CCADV:

Colorado Coalition Against Domestic Violence
1120 Lincoln Street, Suite 900
Denver, CO 80203
Fax: (303) 832-7067

2. CCADV will mail up to two resources to a member at a time. A three-week due date will be indicated in the mailed materials.
3. Securely wrap the resources, affix correct postage, and return all materials to the CCADV office address at the end of the three-week borrowing period. The borrower is responsible for the cost of return postage.

Borrower's Information

Name: _____
Agency: _____
Address: _____
City/Zip: _____
Phone: _____
Email: _____

Resource Request

	Resource Title	Type (Book /Journal/VHS)
1.		
2.		
Date of Request:		

FOR ADMINISTRATIVE USE ONLY

Date request received: _____

Date materials sent: _____

Date Due: _____

Date Returned: _____