

Education Resource Center Loan Request Form

Loan period for resource center materials is **two (2) weeks ONLY. A two-day grace period will be give when materials are due, then a **.25 FINE** for each resource will be charged for every day the material(s) are overdue.

For materials that are mailed, an **INVOICE will be sent with the requested material for the total amount of shipping charges to be paid upon receipt. Please make checks payable to Philbrook Museum of Art.

**Please fill our the form below and mail to:

**EDUCATION DEPARTMENT
PHILBROOK MUSEUM OF ART
P.O. BOX 52510
TULSA, OK 74152-0510**

DATE OF REQUEST _____

MATERIALS REQUESTED (indicate book, video or slide and title)

1) _____

2) _____

3) _____

4) _____

DATE TO BEGIN USING MATERIALS: _____ (1st choice) _____ (2nd choice)

PLEASE MAIL (date) _____

WILL PICK UP _____ DATE TO PICK UP _____

NAME _____ HOME PHONE _____

HOME ADDRESS _____ CITY _____ ST _____ ZIP _____

SCHOOL/ORGANIZATION _____

DISTRICT _____ PHONE _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

GRADE LEVEL _____ APPRX. # OF VIEWERS _____

**Please set up a scheduled time to pick-up materials from the Education Dept. by calling (918) 748-5375.