

MAIL IN CASE HISTORY RENTAL REQUEST

- To allow for fair distribution of the Case Histories, **only one case** is permitted at a location at a time.
- All Case Histories are available on a first request, first reserve basis upon receipt of the emailed or mailed form.
- Applications will be accepted after **August 1st** prior to each school year.
- Each Case History is loaned for a **7-day Monday – Monday period** only. Cases will be shipped UPS to arrive by your beginning Monday date – or they may be picked up.
- Each Case History is to be returned by U.S. Mail, UPS, or in person at the borrower's expense. There will be a **late fee of \$2.00** for each day the case is tardy.
- There is a **\$25.00 processing and handling fee** for each case borrowed that must be paid **prior** to shipment or pick up.
- We accept cash, check, or credit card for this fee.

I agree to the above terms and conditions.

Signature _____
Date

School/ Library: _____

School/Library Street Address: _____

School/ Library City, State, ZIP: _____

School/Library Phone: _____ FAX: _____

Teacher/Librarian Name: _____

Teacher/Librarian Street Address: _____

Teacher/Librarian City, State, ZIP: _____

Teacher/Librarian email: _____

Number of Students: _____

Grade Level(s): PK K 1 2 3 4 5 6 7 8 9 10 11 12 13+ Adult

Case Selected: _____

Date Choice (Mon date): _____ Second Choice (Mon date): _____

Please _____ Ship the Case (\$25.00) _____ I will pick up the Case (\$25.00)

_____ I will pay \$25.00 by check (payable to the Ohio Historical Society)

_____ I will pay \$25.00 by credit card

_____ Visa _____ MasterCard _____ Discover _____ American Express

Credit Card Number: _____ Expiration Date: _____

Name As It Appears on the Card: _____

Please FAX to: 614-297-2569, or

Mail to: Ohio Historical Society
Case History Rental
1982 Velma Avenue
Columbus, OH 43211

You will receive a confirmation of your request if your date is available. Thank you!