DUTCHESS COUNTY MUSIC EDUCATORS ASSOCIATION
RECORDING LIBRARY LOAN APPLICATION

The DCMEA Recording Library is housed at: ARLINGTON HIGH SCHOOL
1157 Route 55, LaGrangeville, NY 12540

The contact person is: Rich Guillen
School Phone: 486-4860, ext 1211
E-mail : rguillen@acsdny.org

Please mail or e-mail (preferred) your request to Rich Guillen for all loans of recorded media. This form will be available, along with a listing of the recordings available, on the DCMEA Website (www.dcmea.org).

Name:_____ Date:_____

School:_____

School Address:_____

City:_____State:_____ Zip:_____

District: School Phone:_____Home Phone:_____

Email:_____

Borrower's Signature:_____

GUIDELINES FOR BORROWING RECORDED MEDIA

1. Please keep in mind that this recording media is BORROWED and must be RETURNED in the same GOOD condition as when you received it. You are responsible for any damaged or lost recorded media.

2. All recorded media must be returned **WITHIN ONE MONTH** of date it is borrowed/received. **You/your school will be billed for media not returned after one month of the borrowed/received date.**

3. Please list the year, festival and type of media you wish to borrow – PLEASE do not just list song titles. You will be borrowing an entire concert's worth of recordings. Separate recordings of individual titles/groups are not available. Check the program listings in the library to see what songs were performed by what group and in what year. This list will be updated as frequently as possible.

4. Return this form to the librarian after you have made a copy.

Year	Festival	Type of Media (CD, Cassette, VHS, DVD)

Date returned:_____Condition:_____Checked in by:_____