

Delaware Humanities Lending Library

Delaware Humanities is pleased to partner with the Delaware Libraries to offer a free statewide Lending Library for reading and discussion groups and classrooms throughout the state.

Who can participate?

Delaware non-profit organizations as well as formal or informal book groups are welcome to borrow from our collection. The point of contact for the group must have a Delaware library card in good standing. Information on how to get a Delaware Library Card can be found [online](#) or by visiting your local library.

How does it work?

Look over the Lending Library Book and DVD List to see the titles and (for books only) quantities available. Return the attached form completed to Delaware Humanities **at least 60 days before** your group plans to meet for discussion/viewing. Any request received after this time will not be considered. Indicate on your form at which Delaware library you would like to pick up the books/DVD.

You will have **five calendar days** to pick up your tote once it arrives at the library. Please be sure your library account contact information is up to date and that your notifications are activated—your indicated library notification preference is how you will be contacted. Also, be sure your library account is in good standing—if it is not, you will be unable to check out the tote. You will then return the tote at the indicated deadline to any Delaware library.

How long do we have to keep the books?

Your tote of books will arrive at the library approximately thirty days before the book discussion. Your tote will be due six weeks after check out. Need more time? Contact Delaware Humanities to see if the tote is available for renewal.

How long do we have to keep a DVD?

Your tote containing the DVD will arrive at the library approximately seven days before the viewing. Your tote will be due two weeks after check out. Need more time? Contact Delaware Humanities to see if the tote is available for renewal.

What's included in the tote?

You will receive the number of copies indicated of your requested title (for books only), information about the work and its author/producer, and a list of discussion questions. You will also receive a form to evaluate your experience with the Lending Library. We ask you to return **in the tote** all the books/the DVD, the information sheet, and the evaluation completed.

Delaware Humanities Lending Library Request Form

Please complete and return the form below. Forms can be mailed to Delaware Humanities or emailed to Ciera Fisher (chfisher@dhf.org).

Note that all requests must be made 60 days before the book discussion or DVD viewing.
Requests made after this time will not be considered.

| | |
|---|--|
| Organization (if applicable): | |
| Point of Contact: | |
| Address: | |
| Contact's Email: | |
| Contact's Telephone: | |
| Contact's Library Card Number (last four digits only): | |
| Pick up library: | |
| Title Requested: | |
| If book, number of copies (circle one): | 5 <input type="radio"/> 10 <input type="radio"/> 15 <input type="radio"/> 20 <input type="radio"/> |
| Date of discussion/viewing: | |
| Date plan to distribute books: | |

This event is open to the public (circle one): Yes No

If "Yes", please put the group's meeting information on the reverse of this form and Delaware Humanities will help advertise your event.

- 1) By signing below, I confirm that the above information is accurate.
- 2) I agree to return the books or DVD, supplemental materials, and **completed** evaluation form at the time indicated by Delaware Humanities to a Delaware library.
- 3) I agree that the number of books or DVD indicated above will be returned to Delaware Humanities in good condition. If not, I realize I will be billed by Delaware Humanities for each book or DVD and agree to pay that bill.
- 4) I realize that regular library fees may apply if I return the tote late.

Name (printed)

Signature

Date

Delaware Humanities Lending Library Request Form

Event Information (for events open to the public)

| | |
|---|--|
| Event Location: | |
| Address: | |
| City: | |
| State: | |
| Zip code: | |
| Phone number: | |
| Email address: | |
| Time of discussion/viewing: | |
| Registration information (if applicable): | |