

Diocese of Joliet * Religious Education Office * Media Center
402 S. INDEPENDENCE BLVD., ROMEOVILLE, IL 60446
PH 815/834-4062 FAX 815/588-6003
FAX, MAIL OR PHONE ORDER FORM FOR MEDIA

INSTRUCTIONS FOR ORDERING

Remember to order one week in advance of showing. Order from the online media catalog.
When ordering fill out all the information needed to find your item, especially Bar Code: List the identification number which appears in parenthesis under the title i.e. (CVCX 0099)

INSTRUCTIONS FOR SHIPPING

Listing the video showing dates insures that videos arrive on time and return for other users.
Listing the return date allows for scheduling other users. Call for an extension of time if necessary.
Return videos at SCBPC, during open hours, leave them at the front office, after hours, there is a drop box right inside the front doors.

Before using this form, be sure that the media center knows which membership plan you have selected. Call if unsure.

<p>PARISH MEMBERSHIP PLAN</p> <p>CONTACT _____</p> <p>PHONE (_____) _____</p>
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ITEM NAME/SERIES VIDEO
BAR CODE
SHOWING DATES NEEDED: Beginning on _____ Ending on _____

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BAR CODE
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