

N.C. NET LIBRARY RESOURCE REQUEST FORM

North Carolina Department of Health and Human Services
Division of Public Health
Nutrition Services Branch

Patron Information:

Name: _____

Organization: _____

Shipping Address: _____

City/State/Zip: _____

Mailing Address: _____

City/State/Zip: _____

Phone: (____) _____ Email: _____

PLEASE allow 10 working days for processing of orders!

Materials Information Section:

	Title	Specific Date Needed	For Office Use Only	
			Checked Out	Returned
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I agree to adhere to the policies stated on the reverse of this form and to accept full responsibility to the State of North Carolina should items requested be lost, stolen or damaged from the date I receive them through the date when the materials have been returned to the library. I understand that it is strongly recommended items be insured on their return to the library. If the materials are damaged or stolen in my possession, I or my agency will cover the replacement cost. If the materials are damaged or stolen in the delivery service possession, the delivery service will be required to cover the replacement cost. **Returns must be made by a delivery service, such as UPS, or the state courier.**

Signature _____ Date _____

Procedures for Requesting and Returning N.C. NET Library Materials

Patron Information Section:

- ◆ Must be filled out completely and signed by the person requesting materials.
- ◆ A shipping (street) address must be provided. Materials **cannot** be shipped to a P.O. Box.

Materials Information Section:

- ◆ Enter the **TITLE** of the resource requested.
- ◆ Enter **Date Needed** - be **SPECIFIC** - do not say "as soon as possible."

Procedures:

- ◆ **Resource Request Form** must arrive in the library at least 10 days before the **Date Needed** or we may not be able to process the request.
- ◆ Materials are lent for four weeks from the date of departure from the library.
- ◆ Raleigh patrons are encouraged to pick up their materials in person. However, if this causes a hardship, materials will be mailed. All patrons outside of Raleigh will have materials sent to them, unless they request otherwise.
- ◆ Return in person or return via delivery service on or before the return date defined in your shipping notice letter.
- ◆ Items may be renewed once **IF** they have not been requested by another patron.
- ◆ **Return materials in the original shipping package by a delivery service such as UPS or the state courier.** It is suggested that you insure the package to cover its value (will be stated in your shipping notice). Keep the insurance receipt in case the item is lost.
- ◆ Boxes or envelopes should be securely taped to prevent opening in transit.

Mailing Address and Fax Number

DHHS
Nutrition Services - NET
1914 Mail Service Center
Raleigh, NC 27699-1914
Fax: (919) 870-4898

*Do **NOT** use this address with a delivery service.

Shipping Address and Phone Number

DHHS
Nutrition Services - NET Library
5601 Six Forks Road, 1st Floor
Raleigh, NC 27609
(919) 707-5787

*Do **NOT** use this address with the U.S. Postal Service.

You may also return materials via the state courier: 54-42-01

Questions concerning the N.C. NET Resource library may be directed by phone (919) 707-5787 or by email at net.library@ncmail.net. This form may be copied or additional copies may be ordered using any of the above.