



LIBRARY CHECK-OUT POLICY

1. Review the video library listing on our NLL web site, under the Client tab.
2. The request form is also on our web site, under the Client tab. Fill out the request form **completely**.
3. Send the completed form in one of several ways:
 - as an e-mail attachment to Vivian.Brittenham@lablinc.com;
 - via courier;
 - via U.S. Mail to Vivian Brittenham, 5440 South Street, Lincoln, NE 68506;
 - via telephone call to Vivian at 402-465-1960.
4. A maximum of two topics can be checked out to a client at any one time.
5. Library materials can be kept for **two weeks**.
6. The items will be sent to you in a red interdepartmental envelope. When returning the materials, please put them back in the red interdepartmental envelope, also including the blue check-out form for ease in tracking.
7. If the item you requested is already checked out to another individual, your name will be put on a waiting list and the material will be sent as soon as it is available. You will be notified if this is the case.

If you have any questions regarding the Nebraska LabLinc video library, please direct your phone calls to Vivian Brittenham, 402-465-1960.