

## **PARE LORENTZ FILM CENTER**

### **Lending Library Policies and Procedures**

If you need help or advice making film selections call (845) 486-1978 or email: [info@parelorentzfilmcenter.org](mailto:info@parelorentzfilmcenter.org)

#### **Important Warning**

- Teachers should view each film prior to classroom use to ensure that it is appropriate to the age and experience of the students
- Subject matter may include the possibility of war-related violence — previewing will provide the opportunity to prepare students accordingly

#### **Duration of Rental**

- Films must be returned within three weeks of receiving them
- To keep films longer, requests are decided on a case-by-case basis and must be requested by phone (845-486-1978) or email: [info@parelorentzfilmcenter.org](mailto:info@parelorentzfilmcenter.org)

#### **Responsibility of Borrower**

- Borrower takes responsibility for selecting age-appropriate films for classroom use and in no way holds Pare Lorentz Film Center responsible for such selection
- Borrower can use films only for classroom work and has no right to make copies of borrowed films
- Borrower must return the films in a timely manner, paying the return mailing fee

#### **Return Films To:**

**Pare Lorentz Film Center  
Franklin D. Roosevelt Presidential Library and Museum  
4079 Albany Post Road  
Hyde Park, NY 12538**

## **PARE LORENTZ FILM CENTER**

### **Questionnaire**

#### **We Welcome Your Comments:**

How you used the films and how many people saw them are important facts that inform our selection of films we add to our Pare Lorentz Film Center Lending Library. Please complete this brief questionnaire and we'll keep you posted of acquisitions and events.

**Name:**

**Organization/School:**

**Address:**

**Daytime Phone:**

**Film Borrowed:**

**Audience# and Age Group:**

**Audience Reaction:**

**Email Address**\_\_\_\_\_

**Please add me to your email list**