

Archdiocesan Catechetical Center  
 Media Resource Center  
[csagan@archdioso.org](mailto:csagan@archdioso.org)



2718 West Woodlawn Avenue  
 San Antonio TX 78228-5195  
 210-734-2620 Ext. 1205  
 Fax: 210-734-2758

**MATERIALS REQUEST FORM**  
 (Duplicate Form As Needed)

1. You may mail or fax this form or you may email your request to me at the above email address. If you email, follow steps 2, 3 and 4.
2. Material may be reserved for one week. (Rental time may be limited to less than one week for high-demand [seasonal] materials.)
3. Give the identification number of the video, the complete title, including the name of the series if applicable, and part number. (For example: #001145; A.D. Part 1)
4. If you wish confirmation of availability of materials, please print your phone number or e-mail address in the line provided below.

Authorized Renter \_\_\_\_\_  
 Parish/School \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Zip \_\_\_\_\_  
 Phone / Email \_\_\_\_\_

DATE NEEDED	ITEM NUMBER	COMPLETE TITLE	PICK UP/ MAIL DATE	RETURN DATE

<b>MRC USE ONLY</b>	
Parish / School / Organization Code:	_____
Membership Type / Expiration:	_____ / _____
Date Received / Confirmed	_____ / _____