



Colorado Division of Wildlife
Colorado Springs Wildlife Education Media
Loan Request Form

- Videos, kits, slides, and 'critter crates' are available for loan to educators only, free of charge.
- Loaned media are to be picked up and returned personally.
- Media (excluding kits and critter crates) *may* be mailed outside the Colorado Springs metro area, and return postage is at the expense of the borrower. Borrowers should expect and allow for mail delays.
- The number of copies of any title is limited, so plan ahead to assure that your choice is available when you need it! Requesting 2-3 weeks in advance of your need is recommended, *especially if requesting mail service*.
- All loans are 'first-reserved, first-served'.
- The normal loan period is one week, though longer time is permitted for kits, critter crates, or for multiple uses of the media over a longer period.
- ***Please return media promptly!***
- Some videos have teacher activity guides or recommended Project WILD activities ([correlated to the Colorado Content Standards](#)).
- Most items are available as a 'single copy' for teachers. Others may be requested in quantities for a classroom (call ahead to inquire).

To request media:

Complete the form (next page) and fax it to 719/227-5297, or e-mail your request, providing the same information as requested on the form, to steve.lucero@state.co.us. For general inquiries about media loans, call 719/227-5203.

Media may be picked up at the Colorado Division of Wildlife's office at 4255 Sinton Rd., Colorado Springs.

The Division of Wildlife has produced a large number of videos (and CDs, DVDs, and more!) that are available for purchase. To see the listing or to make a purchase, go to [Shop@DOW](#).

Please provide the information requested, then fax this page to 719/227-5297, or e-mail the information as instructed, above. You will be contacted by phone or e-mail to confirm availability and to give you pick-up information.

Date of Request:				
Name:				
School or Organization:				
(School) Street Address:				
(School) City, State, Zip:				
Home Phone:		School Phone:		
E-mail Address:				
Notes, Comments, or Special Instructions:				
Media Title/Name	Item Number (if available)	Media (VHS, kit, etc.)	Date Needed (Pick-up Date)	Return Date
If items are to be mailed:				
'Mail to' Name:				
Address:				
City, State, Zip				