***OCTA SCRIPT LIBRARY ORDER FORM***

**(Please type or print clearly)**

**NAME: DATE:**

**ADDRESS:**

**CITY/STATE/ZIP:**

**EMAIL:**

**THEATRE AFFILIATION:**

**IF THERE ARE QUESTIONS, DAYTIME PHONE NO.:**

 **Signature of Requester Signature of Theatre President/Treasurer**

**SCRIPTS REQUESTED: (Please list in alphabetic order)**

**1. 9.**

**2. 10.**

**3. 11.**

**4. 12.**

**5. 13.**

**6. 14.**

**7. 15.**

**8.**

**SEND THIS FORM TO: AARA WISE 464 SHERWOOD DOWNS RD SOUTH**

 **NEWARK, OH 43055**

***LIBRARY POLICY:* Scripts are available for reading purposes only. As many as 15 books may be ordered at one time - for a two-month period. A twenty ($20.00) dollar check/money order must accompany THE script request. The check will be cashed for postage. Return postage will be the responsibility of the borrower at the due date. If you wish to keep the scripts longer, just notify the office via email (****octa1953@gmail.com****). The due date will be extended 2 months.**

**IF the scripts are returned by the due date, any remaining deposit funds not used for postage will be refunded. Overdue scripts will receive a past due reminder, followed by an invoice. The replacement amount charged per script is ten ($10.00) dollars. The remaining deposit is forfeited once scripts are overdue. Script request forms must be signed by the person requesting scripts and the theatre President or Treasurer. Any theatre with overdue scripts or outstanding bills will be denied the use of the library. No scripts are permitted to be ordered via the telephone. When sending an email order, scripts will not be mailed out until the deposit is received. When ordering scripts, please indicate a complete street address where the scripts should be sent.**

 **(Rev. 5/2023)**

**\*\*It is advisable to give a full list of the scripts needed when placing orders. Even if the title may not be in the catalog, it may have been added since the printing of the catalog. If it is not in the library, the title is added to the list for purchasing by OCTA. A full list of script can be found on the OCTA website octa1953.org**