



PUBLIC REVIEW DOCUMENTS APPLICATION FORM

Disclaimer (*please read before filling out form*):

Maintenance of the Public Review Documents is not ARLIS's responsibility. The contributing organization is responsible for updating or replacing any pages or additional pieces of information.

Title/Project _____

Contributing Organization _____

Contact Person & Phone number _____

Total number of items/pieces* _____

Anticipated growth* _____

Date item(s) can be removed from Public Review shelves* _____

*Cost may be associated with placement of long-term or large collections.

After the item(s) are removed, (*Please select one of the following options*)

_____ 1) simply discard item(s).

_____ 2) catalog item(s) and add to the ARLIS circulating collection.

(Note: If this is the option selected, please be aware that we cannot guarantee if and when the item(s) will be added. ARLIS reserves the right to discard any item deemed inappropriate for permanent retention.)

_____ 3) have item returned to contributing organization.

(Note: If this is the option selected, the item(s) MUST be picked up from ARLIS. We do not have the staff time or funding to mail back Public Review items. In addition, the items must be picked up no later than 2 weeks from the date they are designated to be removed from the shelves.)

I have read, understand, and agree to all terms and conditions stated in the ARLIS Public Review Documents Application Form and Policy.

Signature & Date _____

Contributor Signature

ARLIS accepts/declines _____

ARLIS Signature