

Wayne State University / Shiffman Medical Library  
 Detroit Community AIDS Library (DCAL)  
*User Friendly Manual: For people living with HIV/AIDS (PLWH/A)*

**NEW / UPDATE FORM FOR AGENCIES**

1. Please fill in the following information for the next revision of the *User Friendly Manual*.
2. To check your agency's current listing, go to:  
*User Friendly Manual* website: [www.lib.wayne.edu/dcal/ufm.html](http://www.lib.wayne.edu/dcal/ufm.html) or contact DCAL for assistance.
3. When complete – email or fax as indicated below. Thank you!

New \_\_\_\_\_ Update \_\_\_\_\_

**Agency name / Department or Division**

**Acronym (Include if your agency is also known by an abbreviation, i.e. DCAL)**

**Address – line 1 (number, street, suite or apt.)**

**Address – line 2 (city, state, zip code)**

**Phone Number**

**Toll Free Phone Number**

**Fax Number**

**Email**

**Web Page**

**Days, Hours of Operation**

Please provide a **BRIEF One Paragraph Description** of your services- include all that apply:

- Range of services
- Geographic service area(s)
- Cost for services
- Acceptable methods of payment
- Eligibility
- Application materials
- Funding sources
- Other important information

**BRIEF One Paragraph Description:**

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**Authorized by:**

**PRINTED Name(s):** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Fax to: **(313) 577-6668 ATTN: Linda Draper** or email attachment to: [LDraper@wayne.edu](mailto:LDraper@wayne.edu)

**Questions?** Call (313) 577-8943 or email to: [LDraper@wayne.edu](mailto:LDraper@wayne.edu)

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