



Request to Borrow Materials

Conditions for Borrowing Materials

1. A refundable deposit in the amount of the duplication cost of the report/study/material being borrowed is required.
2. Materials must be returned in two weeks.
3. Requestor is responsible for requesting an extension if material will not be returned on time.
4. Deposits are forfeited if material is not returned or is damaged or defaced.

Name _____ Date _____

Mailing Address _____

Phone No. _____ Fax No. _____ E-mail address _____

Please give a complete description of the report/study/material being borrowed:

I have read and understand the conditions for borrowing the above material:

Borrower's Signature

Date

Due Date: _____	
Charges:	Deposit Required: _____ Total \$ _____
Deposit received: cash <input type="checkbox"/> check <input type="checkbox"/>	
Staff Name _____	