

## University Archives University of Missouri at Columbia

401 Ellis Library Columbia, Missouri 65201 (573) 882-7567

## **CHARGE OUT RECORD**

## **Borrower**

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Department or Unit	Telephone Number
Campus Address	E-Mail Address

## **Rules of Borrowing**

- 1. Certain materials in the University Archives, University of Missouri at Columbia, may be loaned out to University personnel.
  - All items on loan will be listed below before release from the University Archives.
- 2. University Records will only be loaned to the office or unit which deposited them with the University Archives.
- 3. Photographs and Manuscript materials will be loaned out only with the permission of the University Archivist or delegated archivists.
- 4. All materials will be returned within two weeks from the date that they were borrowed. Borrowers will be notified about overdue materials.
- 5. Abuse of loaning privileges is grounds for discontinuing this service to individuals or departments.
- 6. If materials are lost or damaged, the responsible department will be assessed the cost of reproduction or restoration if possible.

Collection Number	Collection Name	Container/Folder/Volume/Roll Number(s)	Chec Out	ked In

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The undersigned acknowledges receipt of this material as being on loan from the University Archives, University of Missouri at Columbia. He/She further acknowledges full responsibility for the proper care, safekeeping and return of the materials.

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Released to (Signature)	Released to (Printed Name)
Released by (Signature)	Released Date
Paturned to (Signature)	Return Date
Returned to (Signature)	Return Date

UMC/ARCH 003 (OCT 98) (Revised 11/21)

Collection Number	Collection Name	Container/Folder/Volume/Roll Number(s)	Checked Out In