



University Archives
University of Missouri at Columbia
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 Columbia, Missouri 65211-4320
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CHARGE OUT RECORD

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Rules of Borrowing

1. Certain materials in the University Archives, University of Missouri at Columbia, may be loaned out to University personnel.
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2. University Records will only be loaned to the office or unit which deposited them with the University Archives.
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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)	Checked	
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