



Bentley Historical Library - University of Michigan

1150 Beal Avenue
Ann Arbor, MI 48109-2113
(734) 764-3482 Fax (734) 936-1333 Date: _____

LOAN FORM

Person Loaned to: _____

Name of Institution/Unit: _____

Address: _____

Purpose of loan: exhibit _____ reproduce for publication _____
use by original donor _____ other (specify) _____

Name of collection: _____

Box number & folder heading: _____

Item Listing: _____

Due date for return to Bentley Library: _____

Signed: _____ (for the Bentley Library)
_____ (for the borrower)

Date returned: _____ Received by: _____

*****For Staff Use Only*****

To initiate a loan:

1. Place pink slip in location of item(s) removed for loan. _____
2. Note identity of loaned item(s) on that item(s) or place item in an envelope, indicating name of collection, box number, and folder heading. _____
3. Provide one copy of completed loan form to borrower. _____
4. File one copy of loan form at reference desk. _____