Missouri State University
Meyer Library – Special Collections and Archives
Incoming Loan Receipt

Lender: ____________________________ Date: ______________

Address: __________________________ Telephone: __________________________

Purpose of loan: __________________________

Time period of loan: From ___________ To ___________

Accepted on behalf of the University Libraries by: __________________________

Description of objects on loan (include any special instructions on handling):

Please note:

The Library does not insure archival materials. All reasonable precautions will be taken to protect these materials, but the Library cannot be responsible for reimbursement or replacement of lost, stolen or damaged articles. I therefore release Missouri State University from any and all liability claims due to damage or theft of my items in the Meyer Library.

Unless otherwise noted above, the materials will be stored, handled, and maintained in a manner consistent with the care of the department’s permanent holdings.

I agree with the above statement:

______________________________  (Lender or authorized agent)

Complete this section at the end of the loan period

Item(s) returned on: ______________

Staff member completing the transaction: ______________

I acknowledge receipt of the items listed above: __________________________  (Signed by lender or authorized agent)