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

Lender:	Date:
Address:	
Purpose of loan:	
Time period of loan: From	То
Accepted on behalf of the University Libraries by:	
Description of objects on loan (include any spec	ial 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 perma	
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)