SCHOOLS BORROWING FORM

PLEASE PRINT ALL DETAILS

SECTION 1: BORROWER DETAILS

SCHOOL ____________________________________________
City [ ] Aberdeenshire [ ] Moray [ ] Independent [ ]

NAME OF BORROWER ____________________________________________
Pupil [ ] Teacher [ ] Librarian [ ]

SECTION 2: DETAILS OF ITEMS BORROWED

Please check with your school librarian when the item is due back but remember that it could be recalled before that date. Fines are charged to the borrower for their late return at the rate of £1.00 per day. Please do NOT borrow restricted loan items (overnight or 3 day)

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SECTION 3: AUTHORISATION (if appropriate)

I __________________(school librarian) authorise the above borrower to borrow _____ (number) of items on the school account.

Date ___________

University Library Staff

Please ensure the form is correctly filled in, retain and pass to the Information Centre Supervisor, University Library who will pass on the details to the relevant library service or school librarian.

Please ensure you mark the return date clearly on the Issue slip.