# **University Library**

### SCHOOLS BORROWING FORM

#### PLEASE PRINT ALL DETAILS SECTION 1: BORROWER DETAILS

#### SCHOOL

City [ ] Aberdeenshire [ ] Moray [ ] Independent [ ]

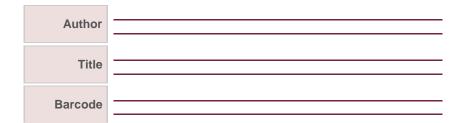
#### NAME OF BORROWER

Pupil [ ] Teacher [ ] Librarian [ ]

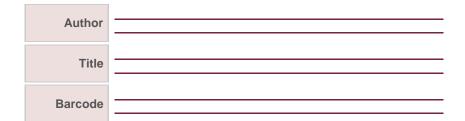
#### **SECTION 2: DETAILS OF ITEMS BORROWED**

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)

1.



2.



3.

Author	
Title	
Barcode	

# 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.