**Loan Form**

Loan requests should be emailed to the Corporate Records Unit at acru@imperial.ac.uk

## Borrower details

|  |  |
| --- | --- |
| Date requested |  |
| Name of borrower |  |
| Department/Division  |  |
| Telephone |  | Email |  |
| **Signature**  |  | **Date** |  |

## Files requested (list as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Transfer Number | Other ref | File title | Location *(ACRU use)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Delivery requirements – Please tick box

|  |  |  |  |
| --- | --- | --- | --- |
| Files to be collected |  | Files to be delivered  |  |

The Corporate Records Unit will advise you when the files are ready for collection.

**Returning Files:**

Please return loans in person to the Corporate Records Unit in Room 456a Sherfield. Please contact acru@imperial.ac.uk or Teams 48818 to discuss any returns.

**Corporate Records Unit Use:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Files Prepared for Loan |  | Staff Initials |  |
| Date Files Returned to Office |  | Staff Initials |  |
| Date Files Returned to Box |  | Staff Initials |  |