

##### Imperial College ReMAS Guidelines

Loan Form

Requests should be emailed to the Corporate Records Unit at acru@imperial.ac.uk or faxed to 020 7594 8872

## Borrower details

|  |  |
| --- | --- |
| Date requested |  |
| Name of borrower |  |
| Department/Division  |  |
| Telephone |  | Email |  |
| Signature (hard-copy) |  |

## Files requested

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transfer Number | Box Number | Inventory ID | File title & File dates | Location *(CRU 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:**

Return individual records or files in person or via the internal mail to the Corporate Records Unit. Please contact acru@imperial.ac.uk or extension 48818 to discuss returning bulk items.

**Corporate Records Unit Use:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Files Sent |  | Staff Initials |  |
| Date Files Returned to Office |  | Staff Initials |  |
| Date Files Returned to Box |  | Staff Initials |  |