

Soochow University Library - Non-Print Materials Long-term Loan Application Form

Application Date: _____ (dd/mm/yy)

Loan Period: From _____ (dd/mm/yy) to _____ (dd/mm/yy)

Purpose of Loaning:

For use in class, name of class: _____

For use in activities, name of activity: _____

Others: _____

Title	Call Number	Barcode Number

Signature or Stamp of Loaner: _____ Department: _____

Handler: _____ Handling Unit Supervisor: _____

Note 1: If you are entrusting someone else to handle a long-term loan, please fill out the 'Authorization Form for Book Loans by Faculty' and submit it along with this form to the Non-Print Materials Room.

Note 2: The compensation for damage or loss of non-print materials during a long-term loan will be handled in accordance with 'Soochow University Library Guidelines for Compensation of Lost or Damaged Materials'.