



Special Collections Research Center
P.O. Box 8794
Williamsburg, VA 23187-8794
757-221-3090
spcoll@wm.edu

Incoming Loan Agreement

This is to acknowledge the loan of the items listed below from:

Name: _____	Date: _____
Address: _____	
Phone #: _____	Email: _____

Loan Terms

Loan Start Date: _____
Loan End Date: _____ (1 year maximum renewable loan)
Purpose: _____
Special Instructions or Handling: _____ <small>(if applicable)</small>

Quantity	Item (name, description, and condition)
_____	_____
_____	_____
_____	_____

(Use back of sheet, if necessary)

Received for Special Collections by:

(Signature)

(Date)

Received from:

(Signature)

(Date)