



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: _____
(if applicable)

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

(Use back of sheet, if necessary)

Received for Special Collections by:

(Signature)

(Date)

Received from:

(Signature)

(Date)