

[Appendix 4: Archives Loan Request Form—3 pages]



A voice for
Pennsylvania's Libraries

All users must complete this form before borrowing items from the PaLA Archives. Requests will be reviewed by the Archives and History Committee prior to approval. A copy of this form will be retained by: Archives and History Committee, c/o Pennsylvania Library Association Headquarters 220 Cumberland Parkway, Suite 10 Mechanicsburg, PA 17055 (717) 766-7663

**Pennsylvania Library Association Archives
Archives Loan Request Form**

About the borrower

Name _____

—
Institution _____

Current affiliation with PaLA (check if applicable)

- Officer of _____ Board/Chapter/Division/Committee/Round Table
- General member
- No affiliation with PaLA

Address (street) _____

Address (city/state/zip) _____

Phone _____

—
E-mail _____

Any other persons who will be handling or have responsibility for the materials

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

Name _____ Phone _____ E-mail _____

About the loan request

Description of items to be borrowed (include box/folder location, names, dates, and other identifying information for each item)

- Box # _____ Series _____ Folder # _____ Folder Heading _____ Date(s) _____
Description _____
- Box # _____ Series _____ Folder # _____ Folder Heading _____ Date(s) _____
Description _____
- Box # _____ Series _____ Folder # _____ Folder Heading _____ Date(s) _____
Description _____
- Box # _____ Series _____ Folder # _____ Folder Heading _____ Date(s) _____
Description _____
- Box # _____ Series _____ Folder # _____ Folder Heading _____ Date(s) _____
Description _____

Total number of items requested

Date the item(s) will be returned to PaLA

Purpose of the request (check if applicable)

Copying/reproduction/scanning

Display/exhibit

Date of display/exhibit

Location of display/exhibit

Will PaLA's items be kept in a locked cabinet or case? Yes No

Arrangements for security of the display

Other purpose (please describe in detail)

Do you intend to publish the items (online, print, presentation, or in some other medium)?

Yes

No

Agreement

I agree to follow these rules for borrowing items from the PaLA archives:

- Borrowers will not lend or transfer PaLA items to other individuals or institutions.
- Borrowers are responsible for the safe transport, handling, security, and return of all PaLA archival materials. Borrowers will report damaged or lost documents immediately to the Archives and History Committee or headquarters staff. Borrower will reimburse PaLA for damage or loss of any item.
- Borrowers and users will not mark, highlight, staple, pin, clip, dog-ear, affix adhesives, or otherwise mark archive materials.
- Borrowers and users will not bring pens, food, drinks, and other damaging items into the area where PaLA’s archival material will be stored or displayed.
- PaLA retains copyright to all association materials from the archives dated 1923 and later. Borrowers and users will credit the “Pennsylvania Library Association Archives” in all publications and provide a copy of the publication to the PaLA archives. Also, authors will obtain written permission from PaLA for extensive quotation, and before publishing, digitizing, or otherwise disseminating substantial portions of documents.
- Borrowers may be refused permission to use the archives in the future if borrowed items are not returned promptly in their original condition.

Signature Borrower

Date:

To be completed by the PaLA Archives and History Committee chair or designee

WHEN ITEMS ARE BORROWED

Request approved by _____

Date _____

Expected return date of items _____

ATTACH PHOTOCOPIES/PHOTOGRAPHS OF EACH ITEM BORROWED, NOTING ON THE REVERSE OF EACH COPY THE BOX/FOLDER LOCATION OF THE ITEM. ALSO INSERT PAPER PLACEHOLDERS IN THE ORIGINAL LOCATION(S) OF EACH ITEM. THIS WILL ENSURE PROPER RESHELVING AFTER ITEMS ARE RETURNED.

WHEN ITEMS ARE RETURNED

Items received by _____

Date received _____

COUNT AND VERIFY CONDITION OF ALL RETURNED ITEMS. IF ALL ITEMS ARE RETURNED IN EXPECTED CONDITION, RESHELVE THEM IN THEIR PROPER LOCATIONS AND REMOVE PLACEHOLDERS.

Any follow-up needed with the borrower _____