



Southampton & District
Philatelic Society

Library Request Form

Name: _____

Address: _____

Tel: _____

Email: _____

I wish to borrow the following book from the Society Library:

BOOK Catalogue NO.: _____

Title: _____

Request Date: ____ / ____ / 202__

Date Rec'd: ____ / ____ / 202__

Date Returned: ____ / ____ / 202__

I understand that the book will be loaned for one month from the date received. If I wish to retain it for a longer period I will contact the Librarian before the end of the loan period for an extension. I will take great care of the book whilst it is in my possession and inform the Librarian of any problem.

NOTES: 1. **ONE REQUEST FORM** must be completed for each book borrowed. This will be retained by the Librarian and cancelled upon the book's return.

2. Members who do not attend the Tuesday meetings may hand this form to any Committee Member, who will pass it on to the Librarian. Alternatively it may be posted to him / her.

Arrangements can then be made for the book to be either collected or delivered by another member.

Download this form, bring it to a Tuesday meeting or Email it to: reg.sheppard@yahoo.co.uk