



STUDENT REQUEST FORM

NAME:	Date Out:
Student ID Number:	Date Due:
Address:	Purpose of the loan:
Phone:	
Email:	

Only specimens from the Teaching Collection are available for loan to students. The following conditions must be met:

1. You are currently a CR student (**must bring your current ID for us to make a copy**)
2. You plan to use the specimens for a class for which you are currently enrolled (**faculty signature required**).
3. Items checked out must be returned to the museum in good condition (unless otherwise documented in the original loan document) within **2 weeks**.
4. A **\$5 per day late fee** will be charged for each specimen not returned by the due date.
5. In addition to late fees, a **\$100 fine per item** will be charged for missing items
6. No more **5 specimens** can be checked out at a time.
7. A credit card is required when scheduling to pick up items from the education loan collection but will not be charged unless a fine is incurred.

Specimen List:

No.	Museum No.	Description
1		
2		
3		
4		
5		

This student will be using the requested museum specimens for an assignment required for my class.

Faculty Signature:

Borrower's Signature:

Loan Approved by:

Condition of specimens sent:

Condition of specimens received:

Received by:

Date returned: