

Heritage Room - Union College Library - Material Use Sheet

Patron Name: _____ **Date:** _____

Demographic (circle one) : UC Student/Staff Mid America Union Patron Community Patron

Policy for collection use:

- All materials must be used under the supervision of library staff.
- Maximum of 3 items will be retrieved at one time.
- Use only pencils for note taking.
- Making photocopies requires the permission of a librarian. Materials in fragile condition may not be photocopied. Reason accommodations will be made where possible.
- Use care when handling materials. Many collection materials are rare and difficult to replace.

Requested Materials

Call Number/Title of Materials Requested	Library Staff Initials

Note to library staff: Only materials with no barcode require the use of this form. Any Heritage Room material with a barcode may be recorded with a non-loan return designation. The purpose of this form is to provide data for the *Heritage Use* record.

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