

MID-ATLANTIC



GERMANIC SOCIETY

MAGS LENDING LIBRARY

c/o Shenandoah County Library
514 Stoney Creek Boulevard, Edinburg, VA 22824 Phone (540) 984-8200

LIBRARY LOAN REQUEST

Date _____ Member No. _____

Name _____

Address _____

(Street Address necessary if UPS delivery)

City _____ State _____ Zip Code _____

Postage/Handling _____ Amount Enclosed _____

This request is for no more than three (3) books. All loaned material must be returned after three (3) weeks. Your next order cannot be processed until all loaned material you have received has been returned to the MAGS Library in good condition.

The Reorder Request MUST BE SENT SEPARATELY from your returned books! New Loan Request Forms will be enclosed with each outgoing order.

Please check the condition of the packing materials. Do not reuse the material if it will fail to protect your returned items. They must arrive at the Library in good condition. Failure to comply may result in suspension of Library Loan privileges.

Please list five catalog numbers and titles (include dates where appropriate) in order of preference. The first three available items (books) will be sent. It may take up to three (3) weeks for processing and shipping. Your material is due back no later than one week after the due date stamped on your "Date Due Card."

Table with 3 columns: CATALOG NUMBER, TITLE, (MAGS Office Use) ACTION TAKEN. Rows 1-5.

*****MAGS Office Use Only*****

Order not filled because:

- No payment sent with request
Inadequate amount of money received with request
Item not available
Loan Request improperly filed
Not a member, expired
Book Sent
POL presently on Loan
Temporarily withdrawn
Not on shelf
Sent copies, not originals