

Date Due: _____



MICROFILM LOAN FORM
Utah State Archives
Research Center
300 S. Rio Grande
Salt Lake City, UT 84101
Ph: (801) 533-3535 Fax: (801) 364-0642
historvresearch@utah.gov

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

Requested Microfilm Reels

Series No.	Reel No.	Mailing Charge	Deposit
1		\$ 4.00	\$ 14.00
2		-----	
3			
4			
5			
TOTAL			

METHOD OF PAYMENT (Please do not send cash)

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check		
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CREDIT CARD INFORMATION

For security reasons it is recommended that credit card information be conveyed in person, by mail, or over the telephone, rather than by fax or email. For requests by mail, please record credit card information on the attached page.

Office Use Only		
Check		
CC		
Date		

Date	Date Due	Reminder	Date Returned
Mailed	Initial		
Picked up	1 st Renewal		
	2 nd Renewal		

Please Read and Sign Other Side

Microfilm Loan Terms and Conditions

1. Microfilm must be returned to the Utah State Archives Research Center within one month of the date it is checked out. Microfilm loans may be renewed for up to two additional one-month periods, unless film has been requested by another patron.
2. No more than five reels of microfilm may be checked out to an individual at the same time.
3. Borrower is responsible for returning microfilm in person or by first class, priority, or express mail.
4. Borrower bears responsibility for microfilm not received by the Utah State Archives Research Center.
5. Borrower will forfeit microfilm deposit if microfilm is not returned within 14 days after due date or if the microfilm is seriously damaged when returned. In such cases the deposit check will be cashed or the deposit will be charged to the borrower's credit card.
6. All materials on loaned microfilm are public records. Any publication of these will display that the records are public and not subject to any copyright restrictions.
7. Any publication of these records will credit the Utah State Archives as the holding institution.
8. Commercial publication of these records may be subject to a use charge.

I have read and agree to the above terms and conditions.

Signature: _____ Date: _____



Utah State Archives
Microfilm Loan

CREDIT CARD INFORMATION

VISA MasterCard	Exp. Date:	
Card Number:		
Name on Card:		
Signature:		

Microfilm Loan Deposit

\$14.00 per reel

Shipping and Handling

1-2 reels	\$ 4.00
Each additional reel	\$ 1.00

NOTE: Microfilm of records that are classified as private, controlled, or protected is not available for loan.