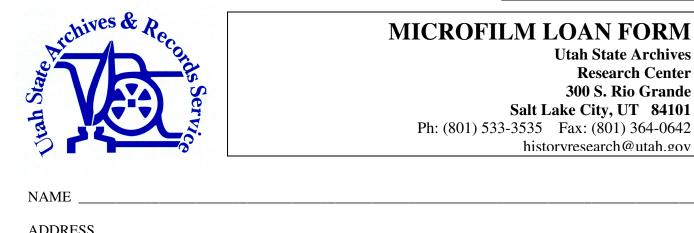
Date Due:



CITY	STATE	ZIP
TELEPHONE ()	E-MAIL	

### **Requested Microfilm Reels**

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

#### METHOD OF PAYMENT (Please do not send cash)

□Credit Card	□Check		
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CREDIT CARD INFORMATION		Office Use Only		
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.		Check		
		CC		
		Date		

Date	Date Due	Reminder	Date Returned
Mailed	Initial		
Picked up	1 <sup>st</sup> Renewal		
	2 <sup>nd</sup> 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.



# Utah State Archives Microfilm Loan

CREDIT CAF	RD INFORMATION		
VISA	MasterCard	Exp. Date:	
Card Numb	per:		
Name on C	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.