

Materials Loan Request Form

Resource Center and Library
For Members of the
Brain Injury Association of Mississippi
P. O. Box 55912
Jackson, MS 39296-5912
(800) 641-6442 or (601) 981-1021

There is limit of three items at a time to be loaned out to any one person.

Materials borrowed from the library are due back in 30 days from the time they are received.

Each order for three or less items requires a \$25.00 deposit in the form of a check made payable to Brain Injury Association of Mississippi. This check will not be deposited and will be returned to the borrower when the loaned items are received by the library by the due date. Late fees of \$1.00 per day will be deducted for each day loaned items are kept past the due date.

Due to the popularity of some of these materials, the item you have requested may not be currently available. We will make every effort to fill your request as soon as the item becomes available.

I accept responsibility for the care of the materials while in my possession and agree to return the materials to the BIA Library 30 days from the time I receive them. I also understand that late fees of \$1.00 per day will be deducted from the deposit for each day materials are late.

Name of borrower (Please type or print)

Complete Mailing Address

Telephone: (_____) _____

Name of Item(s) Requested:

Book ___ Video ___ (1) _____

Book ___ Video ___ (2) _____

Book ___ Video ___ (3) _____

Please print this form locally, fill it in and mail with your remittance to: BIAofMS P.O. Box 55912 Jackson, MS 39296-5912

***** FOR OFFICE USE ONLY *****

Deposit _____ Date Shipped _____ Shipped via _____ Returned
