



**LVRAC
Library / Equipment
Sign Out Form**

Borrowing Person: First Name: _____ Last Name: _____

Lending Person: First Name: _____ Last Name: _____

Date Borrowed: / / Expected Return Date: / /
mm dd yyyy mm dd yyyy

Item 1 *: _____ Date Returned: / /
mm dd yyyy

Item 2 *: _____ N/A Date Returned: / /
mm dd yyyy

Item 3 *: _____ N/A Date Returned: / /
mm dd yyyy

Item 4 *: _____ N/A Date Returned: / /
mm dd yyyy

The borrowed item shall be returned as soon as you're finished using it or within 30 days unless an extension has been asked for and received. Borrower will be responsible for repair and/or replacement of items not returned or returned damaged.

Borrowing Person Date: / /
mm dd yyyy

Person checking out the item(s) Date: / /
mm dd yyyy

Person checking in the item(s) Date: / /
mm dd yyyy

-----Tear Here – Give to Borrower-----

Items Returned:

Item 1*: _____

Item 2 *: _____

N/A

Item 3 *: _____

N/A

Item 4*: _____

N/A

Person checking in the item(s) Date: / /
mm dd yyyy

* Include model number and serial number if appropriate