

SAPIC Book Loan Order Form

Please read both sides of this sheet before ordering materials

Name _____
Please **Print** Clearly

Address _____
Number Street Apt. #

City/ Town _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Date of Order _____

Request Received _____
Books Mailed _____
Books Returned _____
Inspected _____

Titles Requested:

1. _____ Sent _____

2. _____ Sent _____

Check appropriate box if either (or both) of these books are currently unavailable:

- Please return my check
- Please send book(s) as soon as they become available
- Please substitute either (or both) of the following:

3. _____ Sent _____

4. _____ Sent _____

POSTAGE COST (One-Way): One (1) item \$3.00, add \$1.00 for each additional item

Processing fee.....	\$ 2.00
Add one-way postage	+ \$.....
Enclose check (total of \$2.00 fee and postage)	\$

Note: Make checks (no cash please) payable to: SAPIC Lending Library

RETURN INFORMATION

When you return books, please use book mailer and pre-addressed label that is provided.
Send by "Special Book Rate for Libraries and Borrowing Members"
(This service is less expensive than ordinary book rate)

PLEASE SECURE LABEL WITH TAPE

Some post office clerks may be unaware of the special book rate and may want to charge from the special fourth class schedule. If necessary, have them refer to Section 725 and Exhibit 711.42 of the U.S. Domestic Mail Manual for Special Library Rates

**SAPIC Lending Library
c/o Andrew Carnegie
988 Iron Horse Place
Monticello, IL 61856**

Check # _____	Returned _____
Amount _____	Explanation _____

Date to SAPIC _____	
Follow-up _____	

BOOK LOAN INFORMATION

- The mail order Lending Library is available as a service to SAPIC members who wish to obtain reference materials on a loan basis.
- Members may borrow one or two titles at a time.
- Books must be return in TWO WEEKS from the date received.
- Please make special effort to return reference material in good condition and ON TIME.
- Borrowers are responsible for postage both ways.
- A \$2.00 processing fee is required to help cover the cost of mailers, special labels, follow-up correspondence, and related expenses.
- These reference materials are supplied with the understanding that they are for personal use only. Liability for copyright infringement or reproduction is assumed by the person in whose name the order is placed.