**Borrower Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,
Resource taken:**

**Contact (Email or Phone):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Out\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gatekeeper\_\_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date In \_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gatekeeper\_\_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Borrower Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,
Resource taken:**

**Contact (Email or Phone):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Out\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gatekeeper\_\_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date In \_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gatekeeper\_\_\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SHORT TERM BORROWING: FOR PERIODS OF LESS THAN 24 HOURS, WITHIN CAMERON HALL.
The borrower’s student card (This is an excellent opportunity to confirm their membership of the club, as no loans are to be made to non-members), or another form of valid ID considered equivalent by the gatekeeper is to be held in the compartment on the side of the notes box, in place of the borrowed resource. Attached to the identification should be an indication of what resource that member currently has out. Upon return of the resources that were borrowed, the card or passport or whatever is then returned to its owner. No more than two resources (Books, Board Games, etc.) should be borrowed by a single individual at one time, and their identification will be returned upon simultaneous receipt of all resources they had loaned.

CONTIGENCIES TO BORROWING:
In the event that a resource is to remain on loan, but the borrower wishes to depart, it is reasonable to exchange one student card or ID for another, however, reasonable steps should be taken to ensure this isn’t simply a means of appropriating the original borrowers ID, IE both parties involved should be present at least briefly to express consent for this arrangement.

In the event that all gatekeepers are to depart but a resource remains on short term loan, the borrower should be alerted so that they may choose between immediately returning the resource, or awaiting the next gatekeeper for the return of their identification in exchange for the resource they have loaned.

LONG TERM BORROWING: FOR PERIODS IN EXCESS OF 24 HOURS, OR OUTSIDE CAMERON HALL.
In the following pages, each individual resource borrowed must have an entry. No fields are optional (Though ‘Date In’ can wait) and the borrower must list their full name. A Gatekeeper must correctly print their first name and sign, for the loan and receipt of all resources borrowed long term. Any failure to do so that occurs in concert with an incident is likely to result in consequences for the Gatekeeper. Members who fail to return a loaned resource within 14 days of borrowing it may be held liable for its cost.