**Borrowing Book**

**SHORT TERM BORROWING**

* Place ID (preferably UWA student ID) into the bag on the side of the wallbox.
* Write the borrowed items on a sticky note attached to the ID.
* Items may not be removed from Cameron Hall.
* All items must be returned before the last gatekeeper closes the room.

**LONG TERM BORROWING**

* Fill in all sections on the form in this book.
* Resources may be borrowed up to two weeks, unless stated otherwise. **Make sure they know the due date of their items.**
* Restricted items, which all have a red sticker, can only be borrowed overnight or from Friday to Monday. They can still be short-term borrowed as above. As of printing, our restricted books are Dark Heresy 2 and D&D 5e PHB.
* Dice, battle mats, and modelling supplies are not available for long term borrowing unless Cameron Hall is full and it has been approved by a member of Committee, in which case they may be borrowed for up to 24 hours.
* Make sure resources are returned in proper condition (eg board games are packed away and closed properly).

**Repeated overdue returns or damage of items may result in a loss of long term borrowing privileges.** If someone's privileges are revoked, the librarian will inform all gatekeepers.

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| **Librarian:** | **Borrower Name:** | **DUE DATE:** |
| **Address:** | **Phone:** |
| **Resource(s) Borrowed:** |
|  | **Borrowed** | **Returned** |
| **Date:** |  |  |
| **Borrower Sign:** |  |  |
| **Gatekeeper Name:** |  |  |
| **Gatekeeper Sign:** |  |  |

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| **Address:** | **Phone:** |
| **Resource(s) Borrowed:** |
|  | **Borrowed** | **Returned** |
| **Date:** |  |  |
| **Borrower Sign:** |  |  |
| **Gatekeeper Name:** |  |  |
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