

BOOK LOAN REQUEST FORM

CIOB MEMBERS/CIQ SUBSCRIBERS

Members are entitled to borrow up to six books for four weeks. They can then be renewed if not reserved by another borrower. We will post books out anywhere in the UK or the Republic of Ireland – we only ask that, if you are not able to return the books in person, you send them back by **SPECIAL (registered)** post to avoid loss or damage in transit. Any requested books currently on loan to another borrower will be reserved for you automatically. We do reserve the right to charge for late returns and lost books.

Example request:

Ref No:	Author:	Title:	Classification No:
0102052I	Smith P F	West and Smith's Law of Dilapidations	349.41 SMI

Membership No: and/or Borrower I.D:

Loans cannot be issued unless this information is supplied

Name:

Address:

Postcode: Daytime Tel No: Date:

Return loan items to:
Library and Information Service, Chartered Institute of Building, Englemere, Kings Ride, ASCOT, Berkshire SL5 7TB
Tel: 01344 630741 Fax: 01344 630764 Email: lis@ciob.org.uk