

**The Field Museum &
Ryerson Woods
Harris Educational Loan Program
Loan Request Form**

Please complete one form for each pick-up date.

Photocopy this form before filling out so that you will have a copy to use for future loan requests!

BORROWER INFORMATION

Borrower Registration Number: _____

Last Name First Name

Organization Name

Organization Phone Number

Home Phone Number

E-mail Address

**Date you'd like to pick up your materials at
Ryerson Woods**

Month: _____ Day: _____ Year: _____

(Remember that we must receive your request one week prior to your pick-up date.) Materials may not be picked up on weekends or holidays.

Check length of time you want to keep materials:

1 week 2 week 3 week

Shall we substitute if requested materials are not available on the date you requested?

Yes No

MATERIALS YOU ARE REQUESTING

Exhibit Cases (Limit two cases per loan, one mammal per loan):

1.
2

For Office Use Only: Reservation Date: _____ Pick-up Date: _____ Due Date: _____ Checked Out By: _____ Date Returned: _____ Checked In By: _____

If loans are not returned on or before their due date, there will be a LATE FEE OF \$1.00 per item per day. Please send check or cash for late fees with pickup person. No new materials will be given out until fees are paid.

Return this form at least one week prior to your pick-up date.

**Friends of Ryerson Woods
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