# Thames Valley

# Environmental Records Centre

*Sharing environmental information in Berkshire and Oxfordshire*

TVERC equipment and book loan request form

Please send completed forms to [tverc@oxfordshire.gov.uk](mailto:tverc@oxfordshire.gov.uk)

|  |  |
| --- | --- |
| **Borrower’s name** |  |
| **Organisation or group** |  |
|  |  |
| **Address** |  |
|  |  |
| **Postcode** |  |
| **Email** |  |
| **Phone** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item requested** | **Quantity** | **Loan start date** | **Loan finish date** |
|  |  |  |  |
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| --- | --- |
| **Expected date of records submission to TVERC** |  |

**I agree to the terms and conditions of the loan, to pay a deposit and to pay any reimbursement costs for damage or loss or items within 14 days of the loan finish date.**

|  |  |
| --- | --- |
| **Signed** |  |

**For office use only**

|  |  |
| --- | --- |
| *Loan authorised by* |  |
| *Date authorised* |  |
| *Pick up date* |  |
| *Time* |  |
| *Return date* |  |