

Request for Loan or Return of Records

Special Collections & Archives
Olin Library, Wesleyan University

Originating office: GLSP Registrar Wes Press Other: _____

Contact person:

Date:

Folder or Item Information

Collection name:

Box number:

Folder/item title:

Expected date of return (if known):

Additional notes:

Picked up by:

Date:

Internal use only

Approved:

Date:

Paged:

Date:

Returned:

Date:

Please complete a separate form for each folder or item requested
and send two copies to Special Collections & Archives for retrieval.
Please keep an additional copy for your own records.

Special Collections & Archives contact info:
(860) 685-3864; sca@wesleyan.edu