



Catholic Diocese of Sioux Falls

Vocations Office Library Request Form

Contact Name: _____ Position: _____

Church Entity Name (Parish, School, etc.): _____

Address: _____

Phone: _____ Email: _____

Title(s) of Desired Items:

Title	Date(s) Needed

Comments

Borrowing Policy:

Library materials are lent on a first come, first served basis. Please turn in your requests in a timely manner to ensure availability of material. Materials may be borrowed for up to two weeks. Your department will be billed twice the replacement cost of the material if it is not returned on time or if there is significant damage to any item.

I agree to these conditions (borrower's signature)

_____ Date: _____

You may email or fax the completed form to the Vocations Office. Thank you.