

TOOL LIBRARY / LOAN RECORD

Use one sheet for one loan. Check the tool ID and accessories at issue and return, then record any differences.

LOAN REF. _____ LIBRARY _____

Tool ID / item / model

Member code / name

Issue date / issued by

Preferred contact / agreed return

Accessories supplied

Accessory / part	Qty out	Qty back	Notes

AT ISSUE

Visible condition:

Photo / record ref.: _____

AT RETURN

Visible condition:

Photo / record ref.: _____

Follow-up needed

Outstanding items / observation / person responsible

Actual return date / received by

Borrower handover name / initials
