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Library Transmittal Form

Date

Send To:

City **State** **Zip**

Specialist: **Program or Grant:**

The materials listed below have been loaned to you from the SESA Library. They are due to be returned on:

If you need to extend the loan, please call before this date. Please see our website
 (www.sesa.org) for a copy of the library policy, or you may request one in print if one is not enclosed.

Thank you!

TITLE	Insured Value

Please insure when shipping back to us. Thanks! **Insured Total \$**

Comments

IMPORTANT NOTE: Most materials are copyright protected, and may not be duplicated without direct permission from the copyright holder.

** When you receive this shipment, please place a stamp on the folded copy of this form and mail it back to us so we know this shipment was received. Thanks! **

Remember to pack materials carefully and to **insure** for the value noted when shipping materials back.