

NCIDQ Study Material Check-Out Request Form  
Fall 2014

Name

IIDA Member ID #

Address

City, State, Zip code

Phone Number

Email

**Materials to Be Checked Out:**

Book Title & Author (If checking out more than one, please list additional materials on the back of this form)

Edition

Date Checked Out

Due Date (7 calendar days, by 4:00 pm)

Renewal Date (by phone or by email)

New Due Date (7 additional calendar days, by 4:00 pm)

**Credit Card Information**

*Your credit card will be charged in the event that materials are not returned to the library per the conditions stated in the NCIDQ Study Materials Library Guidelines.*

Credit Card #: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

By signing this agreement, you acknowledge you have read this Checkout Form and the terms stated in the NCIDQ Study Materials Library Guidelines and agree to abide by the stated rules and regulations. Failure to do so will result in charging your credit card to replace missing materials.

Borrower Signature

Date

Please contact the IIDA Representative, Continuing Education Chair for the IIDA Kansas City City Center Amy Ward at [amy.ward@brrarch.com](mailto:amy.ward@brrarch.com) or 913-236-3457 with any questions.