

Health Information & Resources Service (HIRS),
NHS Highland,

Assynt House, Beechwood Park, Inverness IV2 3BW. Enquiries: 01463 704647 Fax: 01463 704647
www.nhshighland.scot.nhs.uk/hirs

**BOOKING FORM FOR LOAN OF LIBRARY RESOURCES &
EQUIPMENT**

Please read the following borrowing arrangements carefully before completing the Booking Form:

- All bookings should be in writing. Forms may be posted, sent by internal mail or faxed (see no. above).
- **A minimum of 1 week is required from receipt of order to process and confirm bookings**
- Resources can either be collected in person or delivered to your nearest Health Centre or Hospital for collection and returned to us using the same system.
- If an extension to the loan period is required it must be negotiated before the item becomes overdue.

Please complete form in BLOCK CAPITALS

CLIENT DETAILS	COLLECTION/DELIVERY DETAILS
Registration No:	Can you collect item from HIRS? YES/NO
	Delivery Address - If different from Work Base (Has to be NHS premises e.g. GP surgery)
Name:	
Job Title:	
Work Base:	
Contact Tel No:	

ITEMS REQUESTED FOR LOAN (Please include code no., title & required dates)

Code No	Title	Date Req. (From - To)	

Signature

Date

**PLEASE NOTE THAT CERTAIN RESOURCES ARE TOO FRAGILE FOR DELIVERY AND
HAVE TO BE COLLECTED. PLEASE CONTACT HIRS IF IN DOUBT.**