

Interlibrary Loan Request Form

Request No.: _____ Date: _____ Need before: _____ Notes: _____

Call No.: _____

(Borrowing Address Here)

Patron information:

Book author, OR, Serial title, volume, issue, date, pages; OR Audiovisual title: _____

Book title, edition, imprint series; OR, Article author, title: _____ This edition only

Verified in; AND/OR Cited in:

ISBN, ISSN, LCCN, or other bibliographic number: _____

(Lending Address Here)

Request complies with

108(g) (2) Guidelines (CCG)

other provision of copyright law (CCL) Telephone: _____

Authorization: _____

TYPE OF REQUEST:

LOAN; WILL PAY FEE _____

PHOTOCOPY; MAX COSTS _____

LENDING LIBRARY REPORT: Date

Date shipped: _____ via _____

Insured for \$ _____ Charge \$ _____

DUE _____ Return

insured

Packing Requirements

RESTRICTIONS: Library use only

Copying not permitted

No renewals _____

NOT SENT BECAUSE:

In use Lacking Not owned

At bindery Cost exceeds limit

Non Circulating Lost

Not found as cited On order

Not found on shelf

Lacks copyright compliance

In process Request on _____

Hold placed Poor Condition

Estimate Cost of Loan \$ _____

Photocopy \$ _____ Microfilm/fiche \$ _____

Prepayment required

BORROWING LIBRARY REPORT:

Date received _____ Date returned _____

Returned via _____ Insured for \$ _____

Payment provided \$ _____

RENEWALS:

Date requested _____

New due date _____

Renewal denied _____