

# 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

Authorization: \_\_\_\_\_

108(g) (2) Guidelines (CCG)

other provision of copyright law (CCL) Telephone: \_\_\_\_\_

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 \_\_\_\_\_

**TYPE OF REQUEST:**

LOAN; WILL PAY FEE \_\_\_\_\_