Interlibrary Loan Request Form

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

Call No.:

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:

Request complies with　　　　　　Authorization: _____
[ ] 108(g) (2) Guidelines (CCG)
[ ] other provision of copyright law (CCL)　Telephone: _____

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 _____