

ALA Interlibrary Loan Request Form 2002

Request date _____
Need before _____
Request number _____
Client information _____

Borrowing library name and address

Citation Information

Book author _____
Book title _____
Publisher _____ Place _____ Date _____
Series _____
This edition only _____ ISBN _____
Serial title _____
Volume / issue _____ Date _____ Pages _____
Author of article _____
Title of article _____
ISSN _____

Audiovisual title _____
Date of publication _____

Verified in and / or cited in _____
Other bibliographic number _____

Lending library name and address

Lending library phone _____
Lending library fax _____
Lending library email _____
Lending library electronic delivery address _____

Notes _____

Request complies with
☐ 108(g) (2) Guidelines (CCG)
☐ other provision of copyright law (CCL)

Authorization _____
Phone _____
Fax _____
Email _____
Electronic delivery address _____

Type of request:

☐ Loan
☐ Photocopy
☐ Estimate
☐ Locations

Charge information

Account number _____
Maximum willing to pay _____
Have reciprocal agreement _____
Payment provided _____

Lending library report

Date of response _____
Date shipped _____
Shipped via _____
Insured for _____

Return Insured ☐
Packing Requirements _____

Charge _____
Date due _____

Use restrictions

☐ Library Use Only
☐ Copying not permitted
☐ No Renewals
☐ _____

Not sent because

☐ At bindery
☐ Charge exceeds limit
☐ Hold placed
☐ In process
☐ In use
☐ Lacking
☐ Lacks copyright compliance
☐ Locations not found
☐ Lost
☐ Non-circulating
☐ Not found as cited
☐ Not on shelf
☐ Not owned
☐ On order
☐ On reserve
☐ Poor condition
☐ Prepayment required
☐ Request on _____
☐ Volume / issue not yet available
☐ _____

Estimate for

Loan _____
Copy _____
Microfilm _____
Microfiche _____

Borrowing library report

Date Received _____
Date Returned _____
Returned via _____
Insured for _____
Payment Enclosed ☐

Renewals

Date Requested _____
New Due Date _____
Renewal Denied ☐