

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