

# 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