

**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 [ ]