

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