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 [   ]