

REQUEST FOR INTERLIBRARY LOAN SERVICE (for faculty and students only)

Today's date: _____ Accepted by (librarian/staff mbr): _____

Name: _____, _____

Last name

First name

Phone: (____) _____ Date needed by: _____

Students: List your student number

Faculty/Staff: Dept. & ext number

I will accept charges up to \$_____ (We always attempt to borrow free first. Charges for photocopies or books usually begin at \$10.00 and normally range from \$10.00 - \$25.00)

Patron signature: _____ Email: _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any other purpose than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Source of reference for item requested _____

System libraries: _____ CYC _____ GWC _____ OCC _____

System library call number: _____

MATERIAL NEEDED (Please list only one item per form)

BOOK:

Title of Book _____

Author _____

Edition/Publisher/year _____

Loan _____ Copy of pages _____

JOURNAL:

Title of Journal _____

Vol./issue/month/year _____ Pages _____

Title of article _____

Author of article _____

LIBRARY USE ONLY

Requests sent to:

- ____ CA Comm Coll
- ____ CA State U
- ____ U/CA

OTHER:

- ____ CA Public Library
- ____ CA General
- ____ Out of State

OCLC number: _____

ISBN/ISSN: _____

OCLC date received: _____

ALA date received: _____

Renewed: _____

Date returned OCLC: _____

Date returned ALA: _____

ALA _____

OCLC _____

Book _____ Copies _____ Periodicals _____ Other _____

Sent _____ Received _____ Unfilled _____

Sent _____ Received _____ Unfilled _____

Request logged _____ Request checked in _____

Patron contacted _____ Message left _____

Barcode: _____

Condition: _____

First word of book or article title

Due Date