

**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**

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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