



INTERLIBRARY LOAN REQUEST

(Revised: November, 2009)

LOANS: The Library can borrow materials not in our collection from other lending libraries. It takes between two to six weeks to fill your request, and the average loan period is four weeks. Charge for this service is **\$10.00 per item** plus the lending library's fees, if any. This fee is payable at the time the material is picked up at the 3rd Floor Circulation Desk. Renewals are *sometimes* possible, by mail or by phone. Overdue fines accrue at the rate of \$.50 per day for materials that are not returned by the due date.

COPIES: Photocopies of journal articles that are not available in this library can be requested. Your request is usually filled in three or four weeks. Most libraries send a photocopy, not the actual magazine issue. Charge for this service is **\$5.00** per request, plus the lending library's fees, if any.

Maximum acceptable cost: _____ **Your initials:** _____

AUTHOR: (or periodical title, volume, year) _____

TITLE: (or author and pages for articles) _____

If only a certain issue is desired, please state edition, place and date of publication:

DATE: _____ **MEMBER CARD NUMBER:** _____

NAME: _____ **PHONE NUMBER:** _____

EMAIL ADDRESS: _____

ADDRESS: _____

INSTRUCTIONS:

Please complete and fax this form to 415-421-4192 to attention of Reference Department or drop off at the 3rd Floor Circulation Desk.