



## INTERLIBRARY LOAN REQUEST (Revised: June 2014)

**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 three weeks. Members are responsible for paying any borrowing fees set by the lending library plus shipping costs. These fees are 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 the library can also be requested. Your request is usually filled within one to three weeks. Most libraries can send an electronic copy but often times will mail us a photocopy of the article, not the actual magazine issue. Members are responsible for paying any fees set by the lending library.

**Maximum acceptable cost** (including shipping): \_\_\_\_\_ **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:

\_\_\_\_\_

**Notes/Comments:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_ **MEMBER CARD NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

### INSTRUCTIONS:

Please complete this form and send to the attention of Reference Department or drop off at the 3<sup>rd</sup> Floor Circulation Desk.