

# ALA Interlibrary Loan Request Form

Revised by ALA RUSA STARS Codes, Guidelines, & Technical Standards Committee (2015)

<b>Request Date:</b>		<b>Max cost:</b> \$ _____		For Use by Supplying Library											
<b>Request Number:</b>		<b>Need by:</b>		<b>Date Shipped:</b>	<b>Shipped via:</b>										
<b>Requesting Library Name and Address:</b>          E-Mail: _____ Phone: _____				<b>Due Date:</b>											
				<b>Cost:</b> \$ _____											
<b>Request for:</b> <input type="checkbox"/> <b>Loan:</b> title, author. <input type="checkbox"/> <b>Copy:</b> journal/book title, article/chapter title, author.				<b>Restrictions:</b>											
				<input type="checkbox"/> Library Use Only <input type="checkbox"/> No renewals <input type="checkbox"/> Copying not permitted <input type="checkbox"/> Return insured for: \$ _____ <input type="checkbox"/> Packing/shipping requirements:  <input type="checkbox"/> Other:											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Year/Edition</th> <th style="width: 25%;">Volume</th> <th style="width: 25%;">Issue</th> <th style="width: 25%;">Pages</th> <th style="width: 25%;">ISBN/ISSN</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Year/Edition	Volume	Issue	Pages	ISBN/ISSN						<b>Not supplied due to:</b>	
				Year/Edition	Volume	Issue	Pages	ISBN/ISSN							
<b>Request complies with:</b>				<input type="checkbox"/> 108 (g) (2) Guidelines (CCG) <input type="checkbox"/> Other provisions of copyright law (CCL)											
				<input type="checkbox"/> At bindery <input type="checkbox"/> In use <input type="checkbox"/> Lacking vol/issue <input type="checkbox"/> Not owned <input type="checkbox"/> Non-circulating <input type="checkbox"/> Poor condition <input type="checkbox"/> Policy or license <input type="checkbox"/> Not on shelf <input type="checkbox"/> Charge exceeds limit <input type="checkbox"/> Not found as cited <input type="checkbox"/> In process/On order <input type="checkbox"/> Other reason:											
<b>Supplying Library Name and Address:</b>          E-Mail: _____ Phone: _____				<b>Notes:</b>											
				<b>Renewals</b>											
				Date Requested:											
				New Due Date:											