

INTERLIBRARY LOAN REQUEST

Please print

Name _____ Phone Number (_____) _____

Status: EvCC Student ID # _____
 Faculty/Staff
 Other: _____

Deadline for obtaining request (optional) _____
*** Note: Articles average 3 days to obtain. Books average 10 days. ***

Fill in mailing address only if you want the article mailed to you:

_____ Zip _____
Street Address City

BOOK REQUEST

Did you check for this book in the Online Catalog? Yes No

AUTHOR _____

TITLE _____

YEAR _____ Would you accept another year? Yes No

ARTICLE REQUEST

Did you check for this magazine/journal in the Online Catalog? Yes No
*** Attach a printout of citation if available***

AUTHOR of Article _____

TITLE of Article _____

JOURNAL / MAGAZINE Title _____
(DO NOT ABBREVIATE TITLE)

Volume _____ Issue _____ Month _____ Day _____ Year _____ Pages _____

For Staff Use Only

ISBN/ISSN (optional) _____ OCLC # _____

Today's Date _____ Approved by _____

REQUEST # _____ Date Sent/Initials _____ CCG/CCL _____

Received _____ from _____

Patron notified _____ Due date _____ Renewal due date _____

Returned _____ Unclaimed by patron

Notes:

INTERLIBRARY LOAN GUIDELINES

What is interlibrary loan?

Interlibrary loan is the borrowing and lending of books and other materials between libraries in response to requests by library users.

When is interlibrary loan used?

Interlibrary loan is used when all of the following conditions apply.

When the Library –Media Center does not own a requested book or does not subscribe to a requested magazine or journal, and there is no acceptable substitute;

When such materials are needed for research or serious study – it is not used for recreational fiction;

When requests do not conflict with the U.S. copyright laws.

How long does interlibrary loan take?

It depends on the lending library. Books take an average of ten days. Photocopies of articles are much more variable and range from one day to two weeks. They may be faxed or mailed to the library, depending on availability.

What is the cost?

The library absorbs the costs for interlibrary loan; there is no cost to the requester. However, interlibrary loan is an expensive service, averaging around \$15 per item. In some cases it may be more appropriate to purchase a title for our collection.

How long may I keep my interlibrary loaned materials?

Books: The lending library sets the loan period. Most libraries will allow renewals.

Articles: There are usually photocopies and are yours to keep.

Is there a limit on the number of interlibrary loan requests?

Yes. The limit is five unfilled loan requests at any one time.

How do I initiate an interlibrary loan request?

Fill out the reverse side of this form and give it to a Reference Librarian. The Librarian will check your request and approve it, if it meets the criteria listed above.

How will I know when the material is available?

You will be notified by phone or email. Requested materials are held at the Check-out Desk. Return books to the Check-out Desk.

NOTE:

Please pick up and return your interlibrary loan materials in a timely manner. Due to the expense of interlibrary loan and because it is a courtesy extended from one library to another, requesters who fail to pick up their materials, or are tardy in returning them, may be denied future service.