ALA Interlibrary Loan Request Form

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

Request Date: **Max cost:** $_____

Request Number: **Need by:**

Requesting Library Name and Address:

E-Mail: Phone:

Request for: ☐ **Loan:** title, author. ☐ **Copy:** journal/book title, article/chapter title, author.

Year/Edition	Volume	Issue	Pages	ISBN/ISSN

Request complies with:
☐ 108 (g) (2) Guidelines (CCG)
☐ Other provisions of copyright law (CCL)

Supplying Library Name and Address:

E-Mail: Phone:

For Use by Supplying Library

Date Shipped: **Shipped via:**

Due Date:

Cost: $_____

Restrictions:
☐ Library Use Only ☐ No renewals
☐ Copying not permitted
☐ Return insured for: $_____
☐ Packing/shipping requirements:
☐ Other:

Not supplied due to:
☐ At bindery
☐ In use
☐ Lacking vol/issue
☐ Not owned
☐ Non-circulating
☐ Poor condition
☐ Policy or license
☐ Not on shelf
☐ Charge exceeds limit
☐ Not found as cited
☐ In process/On order
☐ Other reason:

Notes:

Renewals
Date Requested:
New Due Date: