

ALA Interlibrary Loan Request Form

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

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