

# Interlibrary Loan Request

## Patron Information

Please fill in your contact information in the spaces below

Name:

\_\_\_\_\_  
\_\_\_\_\_

Room Phone #: \_\_\_\_\_

Date of Request: \_\_\_\_\_

ASMSA Email Address:

\_\_\_\_\_  
\_\_\_\_\_

You will be notified by E-mail when the requested item arrives.

Please fill out information below, then return this form to the library staff at the circulation desk. **Use a separate page for each request.**

## Requested Item Information

This item is a

- Book  
 Journal Article  
 \_\_\_\_\_

Author(s): \_\_\_\_\_  
\_\_\_\_\_

Book/ Journal Title: \_\_\_\_\_  
\_\_\_\_\_

Journal Article Only

Article Title: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue: \_\_\_\_\_

Pages: \_\_\_\_\_

Publisher: \_\_\_\_\_

ISBN #: \_\_\_\_\_

## ILL Policies:

- Each patron is limited to three ILL requests at one time. Once you have received a journal article, you can submit another request. If you requested a book, you cannot submit another request until the book has been returned.
- Fines for overdue ILL items are \$1.00 per day the item is overdue.
- As interlibrary loan is a service other libraries provide, you will be responsible for charges due to overdue, damaged or lost items. If you fail to return an item on time, your interlibrary loan privileges may be restricted.