

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:		Date Shipped:	Shipped via:
Requesting Library Name and Address: E-Mail: _____ Phone: _____				Due Date:	
				Cost: \$ _____	
Request for: <input type="checkbox"/> Loan: title, author. <input type="checkbox"/> Copy: journal/book title, article/chapter title, author.				Restrictions:	
				<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:	
Year/Edition		Volume	Issue	Pages	ISBN/ISSN
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: E-Mail: _____ Phone: _____				Not supplied due to:	
				<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:	
				Notes:	
				Renewals	
				Date Requested:	
				New Due Date:	