

Request for Interlibrary Loan – San Diego Mesa College Library

(Please use a separate sheet for each request.)

Book Request

Book title: _____

Book author(s): _____

Publisher: _____ Year of publication/copyright: _____ Edition: _____

If an older or alternate edition is acceptable, please specify: _____

Typically, we borrow the complete book for you. If you do not need the complete book, we may be able to request photocopies of a small range of pages within the book. If this option meets your needs, please specify the pages wanted: _____

Periodical Article Request

Full periodical title: _____

Article title: _____

Article author(s): _____

Volume: _____ Issue no.: _____ Month: _____ Year: _____ Pages (first and last pages if known): _____

LIBRARIAN USE: Citation verification + librarian signature required — * Please provide ISBN or ISSN.

Above entry verified in _____ By: _____ (Librarian)

* Book ISBN: _____ * Periodical title ISSN: _____

► **BORROWER / REQUESTER: Please read and fill in the required information below.**

Today's date: _____ If my request cannot be filled by _____ (specify date), please cancel.

Print your name: _____ Status (check one): Student Faculty Staff

Phone number(s): _____ Student ID#: _____

Please read and sign below:

Possible charges: (1) If the supplying library charges a fee, I will pay up to: \$0 \$5 \$10 \$15 up to \$ _____

PLEASE NOTE: Library staff will make every effort to obtain materials from libraries that do not charge. If a free supplier cannot be found, we will request from the least expensive first. If no limit is checked, we will assume you will not pay for materials and your request will be cancelled if a charge is necessary.

- (2) I agree to pay the replacement cost for lost or damaged materials requested by me. In the case of late return of borrowed items, I agree to pay all accumulated fines for overdue materials. I also agree to pay return overnight delivery charges on overdue materials.

NOTICE – Warning Concerning Copyright Restrictions: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” the user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

► **Signature** _____ **Pick up and return interlibrary loan materials at library checkout counter.**

ILL STAFF USE: Supplier/date received: _____ Charges: _____ Collected by: _____

ILL transaction #: _____ Request sent to: _____ Copyright compliance for articles/copies: CCG CCL