ALA Interlibrary Loan Request Form

Revised by ALA RUSA STARS Codes, Guidelines, & Technical Standards Committee (2023)

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: