

Interlibrary Loan Request Form

NOTICE—WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright Law of the United States (Title 17, United States 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 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," that 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.

→ Unger Library sets the due dates. **NO RENEWALS.**

→ ILL materials are \$1 per day each for every day they are overdue.

* Required information

* Date: _____ * Card #: _____ * Phone #: _____

* Patron Name: _____

STAFF USE ONLY

ILL card #: _____

Patron Due Date: _____

Date received:

Date patron notified (and notes):

Lending library:

Date due lending library:

Material Notes:

Date returned:

BORROWING MATERIALS

- Only books that are NOT in the collection at Unger Library may be requested.
- Materials published within the last year are not available for requests.
- Reference, genealogy, rare, and archival materials are generally not available for requests.
- Please allow 2-6 weeks for requested materials to arrive. You will be notified if a request cannot be filled.

* Author:

* Title:

Publisher:

Year:

ISBN #:

WorldCat/OCLC #:

REQUESTING ARTICLES FROM MAGAZINES, JOURNALS, AND NEWSPAPERS

- We cannot borrow whole issues of newspapers or magazines. Specific information for articles needed must be included with the request.
- Some libraries charge a fee for copies. All fees attached to such a request must be paid by the patron. The patron will be contacted for approval of any fees prior to the acceptance of any requests with such conditions attached.

* Magazine:

* Author:

* Title of article:

ISSN;

Volume #:

Issue #:

Date:

Pages: