INTERLIBRARY LOAN REQUEST

LAWRENCE TECHNOLOGICAL UNIVERSITY LIBRARY

Requester name ___________________________ Dept. (Fac/Staff) ______________________

Today's date __________________ Not needed after ____________________________

Phone (H) __________________ (W) __________________ (Cell/Other) _______________________

Banner ID ___________________________ Preferred email ____________________________

Please provide as much information as possible about the material you need

Choose a request type, EITHER a book or a periodical article:

1. BOOK, DISSERTATION, or VIDEO NEEDED

Title __________________________________________________________________________

Author(s) ___________________________ Pub. Date ____________________________

Edition, ISBN, or other info __________________________________________________________

2. ARTICLE NEEDED

Article title _____________________________________________________________________

Article author(s) ____________________________

Journal or source name ____________________________

Volume ______ Issue no. ______ Pages ________ Date ____________________________

FEES:

➢ Students: $3 for each request when it arrives, whether you pick it up or not
➢ University employees: fees from other libraries, if any, can be billed to your department

Some lending libraries charge additional fees, ranging from $5 to $25. Please indicate how much you are willing to pay in addition to the fees above.

--Every effort is made to obtain materials from a free or the least expensive lender--

Will pay up to $___________ in addition to $3 per loan fee, if necessary

Note: Overdue fines for Interlibrary Loans are $1.00 per day. Overdue Interloan books may result in loss of future ILL privileges and incur additional lost book charges/processing fees.

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I agree with the copyright restrictions and understand the fees as noted above.

Signature ______________________________________ Date: ____________________________

Library use only: ISBN/ISSN ____________________________ OCLC# ____________________________ OCLC ILL # ____________