

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:				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:	
Request for: ☐ Loan: title, author. ☐ Copy: journal/book title, article/chapter title, author. 				Notes:	
Year/Edition	Volume	Issue	Pages	ISBN/ISSN	Renewals Date Requested: New Due Date:
Request complies with: ☐ 108 (g) (2) Guidelines (CCG) ☐ Other provisions of copyright law (CCL)					
Supplying Library Name and Address:					
E-Mail: _____ Phone: _____					