

LOWER UMPQUA LIBRARY DISTRICT INTERLIBRARY LOAN REQUEST

I am aware of copyright restrictions and I understand that there is a **minimum** charge of \$5.00 *per* ILL request.

Patron's signature

Threshold checked:	_____
Fee entered:	_____
Shipped:	_____
Received:	_____
Notified:	_____
Due:	_____
Returned:	_____
Shipped Back:	_____

NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ SECOND PHONE #: _____

LIBRARY CARD #: _____ DEADLINE: _____

AUTHOR OF BOOK/ARTICLE: _____

TITLE OF BOOK/ARTICLE: _____

PUBLISHER: _____ DATE: _____

JOURNAL TITLE: _____

VOL./NO./DATE: _____ PAGES: _____

SOURCE: _____

Author

Title

Publisher

Date

Pages

SPECIAL INSTRUCTIONS: _____

STAFF INITIALS: _____

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and 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 a 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 the copyright law.

Threshold checked: (Date that the patron's fines record was checked)

Fee entered: (Date patron paid borrowing fee)

Shipped: (Date that lending library sent item to LULD)

Received: (Date that LULD received item)

Notified: (Date LULD staff told patron item was received)

Due: (Date by which lending library wants item returned)

Returned: (Date when patron brought item back to LULD)

Name: Patron's Last name, Patron's First name

Date: Date that the request is submitted at LULD

Phone and Second Phone #: Patron's primary and secondary phone numbers

Library card #: Patron's library card number

Deadline: Date after which the material is not needed

Author of book/article: The person primarily responsible for creating the item

Title of book/article: The name of the item

Publisher: The name of the company that published the item

Date: The publication date of the item

Journal title: The title of the journal or magazine that contains the requested article

Vol/No/Date: Volume, number (issue) and date of the article

Pages: The specific pages requested

Source: Bibliographic information for source of citation

Special instructions: E.g., patron only wants a particular edition, not sure of the date, will be out-of-town, etc.

Staff initials: Initials of staff member who accepted the ILL form from the patron