



Lucius E. & Elsie C. Burch, Jr. Library Interlibrary Loan Request

Please Print

Date _____

Name _____

Library Card No. _____

At least one phone number must be given.

Phone _____

Address _____

City _____

State _____

Zip _____

BOOK

Title _____

Author(s) _____

Edition _____

Publisher _____

City of Publ. _____

Year Publ. _____

Vol. & Page _____

Series (if any) _____

ISBN/ISSN _____

Date needed by _____

PERIODICAL (PHOTOCOPIES)

Periodical Title _____

ISSN (if known) _____

Volume _____

Issue No. _____

Date _____

Page(s) _____

Title of Article _____

Author(s) of Article _____

Date needed by _____

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 photo copy 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.

BY SIGNING THIS FORM I AFFIRM THAT I HAVE READ THE ABOVE AND ALSO THAT I UNDERSTAND AND AGREE TO COMPLY WITH THE FOLLOWING:

- to expect a 2 to 6 week average wait, depending upon the item's availability at the supplying library.
- to pick up/return all loans on time to Collierville Burch Library Circulation Desk.
- to pay any cost levied by the supplying library for loss/damage and/or for late fees.
- to realize that I cannot cancel my request once a lending library has been contacted, and that all loans will involve service costs of \$2.00 per item.
- to request renewals at least one week before the due date.
- overdue fines will be \$1.00 per day per item.
- to acknowledge that I may have no more than four interlibrary loan requests on-going at any one time.
- to pay any additional fees levied by the supplying library, which I would like handled as follows (check one):

I will not accept a cost over \$ _____

I will accept all costs. Process without regard to dollar limit.

CUSTOMER SIGNATURE _____ (if you are 17 or younger, you need a parent or guardian's signature)

Date Ordered _____

Request # _____

Date Received _____

Lending Library _____

Date Due _____

Date Returned _____