

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
INTERLIBRARY LOAN REQUEST FORM--LOAN

1. MATERIAL REQUESTED FOR LOAN:

Title: _____ Author: _____

Publisher: _____ Place of Publication: _____

Date of Publication: _____ Volume and Page: _____

Series (if any): _____ ISSN/ISBN: _____ Edition: _____

Where did you find the citation for this material? (Please give as much information as you can):

Material is needed for: Academic Research, Undergraduate, Graduate, Doctoral, Job-Related, Personal Interest, Other

Date Needed by: _____ PICK-UP SITES: _____ **Please fill in a branch name**

2. PATRON INFORMATION:

Name: _____ Library Card No.: _____

Email: _____ FAX: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone (Cell): _____, Phone (Day): _____, Phone (Night): _____

PLEASE READ AND SIGN THE FOLLOWING AGREEMENT:

I understand and agree to comply with the following regulations:

- to provide complete bibliographic information (1. above).
- to pick up/return all loans on time at/to the designated library.
- to request renewals 7 days before the due date.
- to pay any cost levied by the lending library (for lending, for loss/damage, and/or for late fees).
- to realize I cannot cancel my request once a lending library has been contacted and that some loans may involve service costs, which I would like handled as follows:
 - I will accept all service costs. Process without regard to a dollar limit.
 - I will not accept a cost over \$_____ (give dollar amount, e.g., \$2, \$3, \$5).
 - I will not accept any cost. If there is a cost, do not process this request.

Signature: _____ Date: _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS: This 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 a purpose in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

NOTE: Receipt of requested materials is dependent upon their current availability; therefore, this request could take several weeks to fill.

LIBRARY USE ONLY:

This request was received on: _____ at: _____ by: _____
(Date) (Library Location) (Library Employee's Name)

Is User's Card: current-- Yes and unblocked -- Yes. Are other ILLs borrowed on the card? Yes No

Is the requested title listed on the online public access catalog (OPAC)/CARLWeb? No. (If Yes, refer User to library location.)

After completing this section, please forward request to Interlibrary Loan Department.

11/20/2002 Rev.