

DALLAS INT'L INTERLIBRARY LOAN BOOK REQUEST

Staff Use Only

ILL# _____
OCLC# _____
Request date _____
Date received _____
Noted on OCLC: ____
Due date _____
Due date (Dallas Int'l) _____
Date returned _____
Shipped by _____
Noted on OCLC: ____
Lending library code _____

PATRON NOTIFICATION

Patron notified _____
() phone on _____
() e-mail on _____

ALA REQUEST

ALA# _____
by _____
Date sent _____

COPYRIGHT COMPLIANCE

() CCG
() CCL

CHARGES

Supplier Charge: \$ _____
Paid _____
Check# _____
Sent _____
Received by _____

OVERDUE

Contacted #1 _____
Contacted #2 _____

RENEWAL

Requested _____
Tentative date _____
Given date _____

CANCELLED () _____

NOTES

Title: _____

Author(s)/Editor(s): _____

Publisher: _____

Place of Publication: _____ Year: _____

Series title: _____

Edition: _____ () This edition only Last date needed: _____

PATRON INFORMATION

Name:(last) _____ (first) _____ (MI) _____

Address: _____

City, State: _____ Zip: _____

Work phone: _____ Home phone: _____

E-mail: _____

Status: check one

() Dallas Int'l staff () student () field personnel
() center personnel () international personnel () other

CHARGES

The ILL office makes every effort to obtain materials from free suppliers. Please indicate below how much you are willing to pay, however, if the lending library does charge. IF NO LIMIT IS CHECKED, ILL ASSUMES YOU WILL NOT PAY FOR MATERIALS AND YOUR REQUEST WILL BE CANCELLED IF THE SUPPLIER INDICATES A CHARGE. The patron is responsible for all charges.

I will pay () \$0 () up to \$15.00 () up to \$20.00

VERIFICATION (Have you checked the on-line catalog?)

If owned by Dallas Int'l: () available () checked out () lost () lacks

ISBN: _____ LC# _____

First Search (OCLC) accession number: _____

MLA: _____

LLBA: _____

Linguistic Bibliography: _____

Other index or Patron's source: _____

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Signature: _____ Date: _____