

LIBRARY OF VIRGINIA

800 East Broad Street, Richmond, Virginia 23219

INTERLIBRARY LOAN REQUEST FORM

Please complete the following fields that apply to your request for materials.

Book Magazine/Journal Article Newspaper Other (dvd, cd, etc.)

Title of Book, Magazine, or Newspaper, etc. _____

Author(s) or Editor(s) _____

Article or Chapter Title _____

Date _____ Vol. _____ No. _____ Pgs. _____

In the event that we cannot obtain the needed material from a library that provides free service, please enter the maximum amount you are willing to pay \$_____.

COPYRIGHT RESTRICTIONS ON COPIED MATERIALS

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 specific to the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the 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, and later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

I hereby agree to pay all fees and charges associated with this request up to the cost limit above. I agree to pay for loss of or damage to material lent to me and abide by all restrictions of the Library of Virginia and the lending library. *I have read the above warning concerning copyright restriction.*

PATRON INFORMATION

Name _____ Daytime Phone _____

Daytime/Work Address _____

Fax Number _____ Library Card # _____

Are you a student, faculty, or staff member at a college or university? yes no

If yes, name of Institution _____

Signature _____ Date _____

OFFICE USE ONLY

ILL #	PATRON NAME	RENEWAL REQUESTED	DATE DUE
1. OCLC # _____	LOCATIONS _____		
2. OCLC # _____	LOCATIONS _____		
3. OCLC # _____	LOCATIONS _____		
4. OCLC # _____	LOCATIONS _____		
5. OCLC # _____	LOCATIONS _____		
UNION LIST HOLDINGS _____			

TRANSACTION RECORD

ILL #	DATE SENT	LOCATIONS	REPLY
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

CHARGES	MATERIAL SENT	DATE RECEIVED	DATE RETURNED
PATRON CONTACTED:			
SPOKE TO PATRON	MSG W/ PERSON	ANS. MACHINE	E-MAIL
_____	_____	_____	FAX
_____	_____	_____	INITIALS
_____	_____	_____	_____

PATRON SIGNATURE—ITEM(S) PICKED UP _____ DATE _____