

Items Available are: Audio-Visual Material (Tapes, CDs and DVDs – may be limited availability), Books, Photocopies of Newspaper or Magazine Journal Articles, Limited Photocopies of specific portions of Non-Circulating Books and Microforms (Example: Archival, Genealogy, Local History). Please wait a few months before requesting NEW or CURRENTLY POPULAR titles.

MY NAME: _____ MY LIBRARY CARD: 29088000 _____

HOME/CELL NUMBER: _____ EMAIL: _____

TODAY'S DATE: _____ REQUESTED MATERIAL NOT NEEDED AFTER (date): _____

It may take several weeks for the material to arrive. Please let us know the last date you can use the material.

I WILL PAY: (check one) \$0 \$10 \$15 \$20 \$25 We try free suppliers first; however, some libraries charge loan and photocopy fees. To help us process your request, please tell us how much you are willing to pay for this material.

PLEASE CHECK IF THIS REQUEST IS FOR A _____ BOOK _____ AUDIOBOOK _____ CD _____ DVD

AUTHOR: _____ OF REQUESTED ITEM PLEASE PRINT - DO NOT USE ABBREVIATIONS

TITLE: _____ OF REQUESTED ITEM

() NEED THIS EDITION ONLY! Date Published _____ Publisher _____ ISBN _____

PLEASE CHECK IF THIS REQUEST IS FOR A _____ PERIODICAL ARTICLE (photocopy)
ARTICLE AUTHOR: _____
ARTICLE TITLE: _____
PERIODICAL NAME: _____
VOL: _____ No: _____ Date: _____ Pages: _____
NOTICE - WARNING CONCERNING COPYRIGHT RESTRICTION. 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 reproductions of copyrighted materials. 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 purposes other than "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.

Staff Use Only
REQUEST IDENTIFIER: _____ DATE: _____ INITIAL: _____
LIBRARIES: 1) _____ 2) _____ 3) _____ 4) _____ 5) _____
LENDER: _____ IL#: _____
ISBN: 978 _____ DATE DUE: _____ DATE RECEIVED: _____
DATE RETURNED: _____ METHOD: MAIL TEXPRESS UPS