

ASNUNTUCK COMMUNITY COLLEGE  
LEARNING RESOURCE CENTER  
INTERLIBRARY LOAN FORM

**BOOKS/NON-PRINT MATERIALS**

◆ *Only Forms With COMPLETE Information Will Be Processed*

**FILL IN TOP HALF OF FORM ONLY**

DATE \_\_\_\_\_ BARCODE 22522 E-mail \_\_\_\_\_  
 LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
 STUDENT \_\_\_\_\_ FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_ OTHER \_\_\_\_\_

◆ *Are You Sure This Title Isn't in the LRC?* \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

BOOK? \_\_\_\_\_ OTHER? (specify, i.e. video, audio, etc.) \_\_\_\_\_  
 PUBLISHER \_\_\_\_\_ DATE OF PUBLICATION \_\_\_\_\_  
 EARLIER OR LATER EDITION OK? \_\_\_\_\_ PLEASE SPECIFY \_\_\_\_\_

◆ *Please Attach Print-Out if Possible*

**FOR STAFF USE ONLY**

Form accepted by \_\_\_\_\_ Date accepted \_\_\_\_\_

Date ILL request sent out \_\_\_\_\_ Print-out attached \_\_\_\_\_

On reQuest \_\_\_\_\_ On OCLC \_\_\_\_\_ Other (specify) \_\_\_\_\_

Book Barcode (if *Libris* book) \_\_\_\_\_

Call number (if *Libris* book) \_\_\_\_\_

Date item rec'vd from LENDING library \_\_\_\_\_ How Shipped: 1<sup>st</sup> CI \_\_\_\_\_ LibRate \_\_\_\_\_ UPS \_\_\_\_\_ Courier \_\_\_\_\_ Or \_\_\_\_\_  
 Date acknowledged \_\_\_\_\_ Which Library & State \_\_\_\_\_

Date return shipment acknowledged \_\_\_\_\_ By \_\_\_\_\_

Date item shipped back to LENDING library \_\_\_\_\_ By \_\_\_\_\_

Date requested by BORROWING library \_\_\_\_\_ Date charged on *Libris* \_\_\_\_\_

Date shipment acknowledged \_\_\_\_\_ Which Library & State \_\_\_\_\_

Date item shipped to BORROWING library \_\_\_\_\_

Date returned from BORROWING library \_\_\_\_\_

Date completed on OCLC \_\_\_\_\_ On *Libris* \_\_\_\_\_

Date due \_\_\_\_\_ 1<sup>st</sup> Renewal date \_\_\_\_\_ 2<sup>nd</sup> Renewal date \_\_\_\_\_

Date patron called \_\_\_\_\_ Left message? \_\_\_\_\_ Caller \_\_\_\_\_

Date item given to patron \_\_\_\_\_ By \_\_\_\_\_

Date returned by patron \_\_\_\_\_ Accepted by \_\_\_\_\_

OVERDUE: 1<sup>st</sup> date called \_\_\_\_\_ By \_\_\_\_\_

2<sup>nd</sup> date called \_\_\_\_\_ By \_\_\_\_\_

IFM? \_\_\_\_\_ BILL? \_\_\_\_\_ AMOUNT \_\_\_\_\_ Copy of Bill made & Attached? \_\_\_\_\_

Original bill & attached copy of ILL form given to ILL staff? \_\_\_\_\_

**NOTES**