

ASNUNTUCK COMMUNITY COLLEGE  
LEARNING RESOURCE CENTER  
INTERLIBRARY LOAN FORM

**PERIODICAL ARTICLES**

◆ *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?* \_\_\_\_\_

PERIODICAL TITLE \_\_\_\_\_

ARTICLE TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_

VOLUME \_\_\_\_\_ ISSUE \_\_\_\_\_ DATE \_\_\_\_\_ Page(s) \_\_\_\_\_

◆ *Please Attach Print-Out if Possible*

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 Date ILL request sent out \_\_\_\_\_ Print-out attached \_\_\_\_\_  
 On reQuest \_\_\_\_\_ On OCLC \_\_\_\_\_ Other (specify) \_\_\_\_\_

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

Date article requested by BORROWING library \_\_\_\_\_  
 Date shipment acknowledged \_\_\_\_\_ Which Library & State \_\_\_\_\_  
 Date item shipped to BORROWING library \_\_\_\_\_

Date patron called \_\_\_\_\_ Left message? \_\_\_\_\_ Caller \_\_\_\_\_  
 Date item given to patron \_\_\_\_\_ By \_\_\_\_\_  
 Date of 2<sup>nd</sup> call \_\_\_\_\_ By \_\_\_\_\_

IFM? \_\_\_\_\_ BILL? \_\_\_\_\_ AMOUNT \_\_\_\_\_ Copy of Bill made & Attached? \_\_\_\_\_  
 Original bill & attached copy of ILL form given to ILL staff? \_\_\_\_\_

**NOTES**