

REQUESTED BY:		SVC./SYMBOL :	TODAY'S DATE:	POSITION:	EXT.:	DATE NEEDED:	
ONE REQUEST PER FORM				RECEIVED:	DUE:	COPYRIGHT WARNING 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 reproduction. 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 in excess of "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 judgement, fulfillment of the order would involve violation of copyright law.	
PERIODICAL	TITLE:			VOLUME:	ISSUE:		
				PAGES:	DATE:		
AUTHOR:		TITLE OF ARTICLE:					
O R	BOOK	AUTHOR:					
	TITLE/EDITION:			PUBLISHER:	DATE:		
O R	AUDIOVISUAL	TITLE:					
	PRODUCER/DISTRIBUTOR:						
	FORMAT:	DATE:	OTHER:				
SOURCE OF INFORMATION GIVEN ABOVE: <i>(If possible, include title, vol., date and pages)</i>							
NOTE: TO INSURE RAPID RECEIPT OF MATERIAL PLEASE BE SURE TO FURNISH AS MUCH INFORMATION AS POSSIBLE.							

VA FORM 10-7919
JAN 1980

REQUEST FOR LIBRARY MATERIALS

PATRON'S COPY

THE INTERLIBRARY LOAN REQUEST FORM & HOW BEST TO USE IT

D	NOTICE OF RETURN RETURN SEPARATELY	Request for <input type="checkbox"/> LOAN or <input type="checkbox"/> PHOTOCOPY According to the A.L.A. Interlibrary Loan Code
Date of request:	Not needed after:	Requester's order no.

C	INTERIM REPORT	Request for <input type="checkbox"/> LOAN or <input type="checkbox"/> PHOTOCOPY According to the A.L.A. Interlibrary Loan Code
Date of request:	Not needed after:	Requester's order no.

B	REPORT	Request for <input type="checkbox"/> LOAN or <input type="checkbox"/> PHOTOCOPY According to the A.L.A. Interlibrary Loan Code
For Date of request:	Not needed after:	Requester's order no.

A
REQUEST

**Request for LOAN or PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code**

REPORTS: Checked by _____
SEND BY: Library rate _____
 Charges \$ _____ Insured for \$ _____
 Date sent _____
DUE _____

RESTRICTIONS: For use in library only
 Copying not permitted _____

NOT SENT BECAUSE: In use
 Non Circulating Not Owned
 Request of _____

Estimated Cost of: Microfilm _____
 Hard copy _____

BORROWING LIBRARY RECORD:
 Date received _____
 Date returned _____
 By Library rate _____

Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: No renewals
 Requested on _____
 Renewed to _____ (or period of renewal) _____

Note: the receiving library assumes responsibility for notification of non-receipt.

Requester's order no. _____

Call No. _____

**INTERLIBRARY LOAN SERVICE
 WILLIAM RUSSELL PULLEN LIBRARY
 GEORGIA STATE UNIVERSITY
 100 DECATUR STREET, S.E.
 ATLANTA, GEORGIA 30303**

For use of _____ **Status** _____ **Dept.** _____

Book author: OR: periodical title, vol. and date _____

Book title, edition, place, year series: OR: periodical article author, title, pages. This edition only. _____

Verified in: OR: item cited in ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed \$ _____, please supply Microfilm Hard copy

AUTHORIZED BY: _____
 (FULL NAME) Title _____

Request complies with
 108(g) (2) Guidelines (CCG)
 other provisions of copyright law (CCL)

Josten's →

Borrowing Library
 Fill in left half of form including both library addresses in full

LIBRARY SUPPLIES
 BRNSVILLE, MN. 55337

Fold here →

CAT. NO. PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library →

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

CARBONLESS

rev. 6/77

Photocopy only

The standard ALA Interlibrary Loan request form shown above is available from library supply houses. (See the address list in your packet.) It can be ordered with your library's address imprinted in the top address box.

This 4-part form is designed to be used both for loans and for photocopy, and is the only request form you will need, although some libraries continue to use for photocopy requests the blue, 3-part photoduplication form. Notice that brief instructions are given at several points on the form, especially down the left side. Each of the 4 parts has a different letter designation and is a different color.

In requesting loan or photocopy of library materials through Interlibrary Loan, use a separate request form for each request.

AN ILL REQUEST—STEP BY STEP

Posters →

Date of request: 1/15/81 (1) Not needed after: 2/12/81 (2) Requester's order no. GLIN # U-2365 (3) **A REQUEST** (4)

Request for LOAN or PHOTOCOPY According to the A.L.A. Interlibrary Loan C

REPORTS: Checked by _____
 SEND BY: Library rate _____
 Charges \$ _____ Insured for \$ _____
 Date sent _____
 DUE _____

RESTRICTIONS: For use in library only
 Copying not permitted _____

NOT SENT BECAUSE: In use
 Non Circulating Not Owned
 Request of _____

Estimated Cost of: Microfilm _____
 Hard copy _____

BORROWING LIBRARY RECORD:
 Date received _____
 Date returned _____
 By Library rate _____

Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: No renewals
 Requested on _____
 Renewed to _____ (or period of renewal)
 Note: the receiving library assumes responsibility for notification of non-receipt.

Borrowing Library
 Fill in left half of form including both library addresses in full

INTERLIBRARY LOAN SERVICE (6)
 WILLIAM RUSSELL PULLEN LIBRARY
 GEORGIA STATE UNIVERSITY
 100 DECATUR STREET, S.E.
 ATLANTA, GEORGIA 30303

For use of (4) Susan Stanley (9) Status (4) Grad student Dept. (9) Educ

Book author: OR: periodical title, vol. and date
 (10) Ross, Bernard Harris (12)

Book title, edition, place, year series: OR: periodical article author, title, pages. This edition only.
 (11) University-City Relations. Washington, D.C., American Association for Higher Education, 1973.
 (ERIC/Higher Education Research Reports, no. 3)

Verified in: OR: item cited in NUC 1973-77 99:181; AAUC

ISBN, or ISSN, or LC card, or OCLC, or other number if known (14) OCLC #1313013

If non-circulating, & cost does not exceed \$ 5.00 (15), please supply Microfilm Hard copy

Interlibrary Loans (16)
 University Libraries
 University of Georgia
 Athens, Ga. 30602

Request complies with (17)
 108(g) (2) Guidelines (CCG)
 other provisions of copyright law (CCL)

AUTHORIZED BY: (18) *James Peterson*
 (FULL NAME) Title ILL Librarian

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library
 Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Request complies with (17)
 108(g) (2) Guidelines (CCG)
 other provisions of copyright law (CCL)

Request complies with (17)
 108(g) (2) Guidelines (CCG)
 other provisions of copyright law (CCL)

rev. 6/77

Above is an interlibrary loan request for a book properly filled out by the borrowing library. All of the necessary information should be typed accurately and arranged clearly so that the lending library will have no doubt as to what you are requesting and to whom it should be sent.

(1) Date of request: The date the form is being typed and mailed.

(2) Not needed after: If your patron cannot use the material if it should arrive after a certain date, say so here. This will help the lending library decide whether you have time to wait for an unavailable book to come back into their library, etc.

(3) Requester's order no.: This is a good place for GLIN members to add the GLIN transaction number! If you have an order numbering system, put your order number here, but find room for the GLIN number nearby.

- (4) Request for LOAN or PHOTOCOPY: Check the proper box.
- (5) Call no.: Leave blank (unless you are sure of the lending library's call number). The lending library will fill in the call number.
- (6) Borrowing library's address: It is a real timesaver to buy forms imprinted with your library's address. Include "Interlibrary Loan Service" or whatever you call your operation at the top of the address, whether typed or imprinted.
- (7) For use of: Your patron's name goes here.
- (8) Status: A simple request for college and university libraries, this can be a problem for public libraries. Whereas college libraries fill in "faculty" or "student" or "staff," public library patrons do not fall into such neat categories. Most lending libraries do not insist on an occupational description for your requester; the word "patron" is acceptable. However, because some academic libraries may lend, for instance, a generally noncirculating book to a college professor and not to a high school student, it may be to a public library's advantage at times to include an occupational description.
- (9) Dept.: Another easy slot for academic or special libraries to fill: "history," "research," etc. Public libraries may leave this blank unless it is a useful spot for regional libraries to name the branch for which the loan is intended, etc.
- (10) Book author: (NOTE: See later section for requesting periodical articles; this discussion applies to books. Also, please refer to other packet material on VERIFICATION AND LOCATION--it is necessary to the understanding of this and following sections.)
 In the "book author" space goes the author's complete name (last name, first, please) insofar as you can determine it: "Smith, Albert Graham" not "Smith, A. G." There may be fifty or a hundred A. Smiths in the lending library's catalog. The author may be a corporate author: "International Reading Association" or "Georgia State University. College of Business Administration," etc. (Be sure to include the punctuation, the periods. They make a difference in the way entries are filed in the catalog.) Note: If the main entry is the title, do not put anything in the "book author" place. Leave it blank.
- (11) Book title, edition, place, series: In this place goes the remainder of the information about the book: the title, the place of publication, the publisher, and the date. ALL the available information should be included. If the book is part of a series, include that information in parentheses.
- (12) This edition only: If your patron can use only the edition you have cited on the request form, say so here. If you do not specify, the lending library may send another edition which happens to be available. If any edition will do, leave the box blank.
- (13) Verified in: In this space go two pieces of information, answering questions important to the lending library:
 (a) How do you know that the information you have given about the book is correct (the author's name, the title, etc.)? In what source did you verify it? Books in Print? the National Union Catalog? information from GLIN? If possible, the source of verification should be something the borrowing library can check--a standard source--and for that reason you need to be

specific (not "Books in Print" but "Books in Print 1980/81, p.392"; not "NUC" but "NUC Pre-1956 80:289"). Or copy onto the form the verification you have received from GLIN.

(b) The second part of the verification statement concerns location. How do you know that the library you have selected to receive your request actually owns the book? It is possible that the verification and location sources are one and the same. In the National Union Catalog you will find not only the correct entry for the book you want but a list of the libraries reporting to own the book. Through OCLC you can not only identify the book but find a list of libraries which have used the system to catalog their copy of the book. However, if you are requesting the book from, for instance, Valdosta State and the verification source does not include them among the holding libraries, you will need to tell them how you know they have it. Often the information will have come from AAUC, directly or through GLIN. (The GLIN form uses "Union Catalog" to refer to AAUC.) Transfer that information to the request form.

You may wonder why all this is so important! Here is an example. Perhaps you have sent a request with a slightly misspelled author's name ("Robinson" instead of "Robison") to a busy lending library, and a quick but careful check of their catalog has turned up nothing. If you have not included verification and location information, the lending library, not knowing whether the bibliographical information is incorrect or whether they just don't have the book, will feel no obligation to check further. Whereas if you had given the source of verification (an NUC citation, an OCLC number, etc.) which the lending library could check, the problem due to the misspelling might be easily solved.

(14) ISBN ... OCLC number: Another part of the verification/location statement, the most often used number is the OCLC number. If you have access to an OCLC terminal, or if GLIN sends you an OCLC number, by all means put the number in this space. The OCLC data base is a source both of the verification of bibliographic information and the location of materials. Each record in the data base (each book or periodical, etc.) has an identifying number usually referred to as its OCLC number.

(15) If noncirc & cost does not exceed _____: If you are requesting a periodical article and for your patron the sky is not the limit, say so here: \$3, \$10, whatever. Requesting from other Georgia libraries, we can be fairly certain what charges to expect, but requesting out of state--with charges regularly going up--any educated guess you share with your patron may be way off the mark.

(16) Lending library's address: Type in the complete address of the library to which the request is directed. Include "Interlibrary Loan Service" (etc.) at the top of the address. Be specific: if you know the needed material is at the Medical Library at Emory, address it to the Medical Library, not just to the Emory library.

(17) Copyright compliance: When you are requesting photocopy of a periodical article or part of a book, it is necessary to show by checking one of the two boxes that you are in compliance with the law or the guidelines. (See packet material on the Copyright Law.)

(18) Authorized by: The ILL librarian or person approving the request should sign here. This signifies to the lending library that the information given is accurate and that the request is authorized by the staff member responsible for Interlibrary Loans.

THE RIGHTHAND SIDE OF THE ILL FORM: COMPLETING THE ILL TRANSACTION

Reports: This section is to be filled in by the lending library. The library staff person handling the request initials "checked by." The form of delivery is designated. Any charges and the amount of insurance are added. Next, the "date sent" is filled in, followed by the due date. The due date can be shown two ways: a specific date (2/13/81) or a length of time (3 weeks' use). In either case, according to the National ILL Code, generally "the duration of loan...is the period of time the item may remain with the borrowing library disregarding time spent in transit." The item due 2/13/81 need not be sent away from the borrowing library until that date.

Restrictions: Any restriction imposed by the lending library must be observed by the borrowing library. However, a lending library should not burden the borrowing library with unnecessary restrictions.

Not sent because: The lending library should be as explicit as possible. If the periodical volume is at the bindery, say so. If the book is on class reserve until the end of the quarter, say so. Estimated cost of: A lending library does not usually send a cost estimate unless it is requested. Some libraries charge for cost estimates. The borrowing library should try to anticipate charges and authorize them on the original request.

Borrowing Library Record: The date of the receipt of the loan by the borrowing library goes in the "Date received" slot. Add that information when the book arrives. When the book is being prepared for return to the lending library, fill in the "Date returned" and mark the form of delivery. Postage: Do not send postage unless it is requested; most lending libraries do not ask to be reimbursed for postage. Insurance: If the book came to you insured, insure its return for the same amount. Some libraries have insurance policies covering library materials in the mail. If there is some indication of that, it is not necessary for the borrowing library to insure the return of the material.

Renewals: Renewals, according to the National ILL Code, should be asked for "only in unusual circumstances." We should try to educate our ILL patrons on that point. But if the lending library has not checked "No renewals" and you feel that your patron has a real need for a loan extension, fill in today's date after "Requested on" and mail part C (pink) to the lending library.

REPORTS: Checked by BR
SEND BY: Library rate
Charges \$ _____ Insured for \$ 50-
Date sent 1/13/81
DUE 2/13/81

RESTRICTIONS: For use in library only
 Copying not permitted

NOT SENT BECAUSE: In use
 Non Circulating Not Owned
 Request of Have vols. 2-4 only
Estimated Cost of: Microfilm _____
 Hard copy _____

BORROWING LIBRARY RECORD:
Date received Jan. 21
Date returned Feb. 13
By Library rate
Postage enclosed \$ _____ Insured for \$ 50

RENEWALS: No renewals
Requested on Feb 9, 1981
Renewed to 3/7/81
(or period of renewal)
Note: the receiving library assumes responsibility for notification of non-receipt.

Do this in time for the form to reach the lending library before the due date. The lending library will return the form with a new due date, following "Renewed to." Should the lending library not answer, you may keep the material for a second period as long as the original period.

THE ILL REQUEST FORM—A, B, C, AND D

After you (the borrowing library) have accurately and completely filled out the request form, remove the gold part D. It is your record of the transaction at this point. Please, if you are using forms with carbon paper, remove only the carbon between parts C and D. Parts A, B, and C (still held together on the left side) are mailed to the lending library, along with a self-addressed mailing label.

The lending library will return the yellow part B (report), mailed first class in a window envelope, to let you know (1) that the material is on its way, or (2) that for the reason they give on the form they cannot supply what you have requested. If the material is coming, a self-addressed mailing label will usually accompany part B for you to use when you return the material.

Generally part C (pink) is used as a packing slip and is sent with the book. It is called "interim report" and is also used in that way--for instance, to say that the book you asked for is checked out but that it will be sent as soon as it is available, etc. If you have requested photocopy, most libraries will send parts B and C attached to the photocopy instead of sending part B separately.

When you have received the material you requested, you will have 3 of the 4 parts of the request form together again (B, C, and D). Should you need an extension of the loan period, part C, properly filled out with the date of the renewal request at the lower right, should be mailed to the lending library--several days before the due date. Part C will be returned to you with a new due date.

Part B is your permanent record of the ILL transaction. When you are ready to return the borrowed material, include part C (pink) with the material as a packing slip. Mail part D (gold) separately as the notice of return.

When the returned material is received in the lending library, parts C and D are discarded. Part A (white) is the permanent record of the lending library.

REVISED INTERLIBRARY LOAN FORM, JUNE 29, 1977

10

11

1

	Date of request:	Not needed after:	Requestor's order no.
<input type="checkbox"/> Borrowing Library Fill in left half of form including both library addresses in full	Call No.		
Fold here Send sheets A, B and C to lending library, and enclose shipping label	For use of	Status	Dept.
Lending Library Fill in pertinent items under REPORTS, return sheets B and C to borrowing library	Book author: OR: periodical title, vol. and date Book title, edition, place, year, series: OR: periodical article author, title, pages. <input type="checkbox"/> This edition only. Verified in: OR: item cited in ISBN, or ISSN, or LC card, or OCLC, or other number if known _____ If non-circulating, & cost does not exceed \$ _____, please supply <input type="checkbox"/> Microfilm <input type="checkbox"/> Hard copy		
Form rev 6 77	Request complies with <input type="checkbox"/> 108(g) (2) Guidelines (CCG) <input type="checkbox"/> other provisions of copyright law (CCL)		AUTHORIZED BY: _____ (FULL NAME) Title _____

Request for LOAN or PHOTOCOPY
 According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by _____
 SENT BY: Library rate _____
 Charges \$ _____ Insured for \$ _____
 Date sent _____
 DUE _____

RESTRICTIONS: For use in library only
 Copying not permitted _____

NOT SENT BECAUSE: In use Not Owned
 Non Circulating
 Request of _____

Estimated Cost of: Microfilm _____
 Hard copy _____

BORROWING LIBRARY RECORD:
 Date received _____
 Date returned _____
 By Library rate _____
 Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: No renewals
 Requested on _____
 Renewed to _____ (or period of renewal) _____

Note: the receiving library assumes responsibility for notification of non-receipt

9

9

8

7

6

2

3

4

5

LIBRARY PHOTODUPLICATION ORDER FORM

A

Date of request:

Requester's
Order No. _____

Supplier's
Order No. _____

Call-No.

Addison M. Duval Library
Georgia Mental Health Institute
1256 Briarcliff Road, N.E.
Atlanta, Georgia 30306

REPORTS:

NOT SENT BECAUSE:

- Not owned by Library
- File is incomplete
- In use
- Hold Placed
- Request again
- Publication not yet received
- Please verify your reference
- Other:
- Suggest your request of:

Author (or Periodical title, vol. and year)

Grad De Alarcon, J. and Sainsbury P.

Fold → Br. J. Psychiat. - 114:265-278. (1968)

Title (with author and pages for periodical articles) (incl. edition, place and date)

The effects that patients have on their families in
a community care and control psychiatric service--a two
year follow-up. Any edition

Verified in (or Source of reference)

CIM '68

Request microfilm photoprint Other Remarks:

VA Hospital
Library 123
1670 Clairmont Road
Decatur, Ga. 30333

Estimated Cost of Microfilm _____
Photoprint _____

Please pay in advance
Please do not pay in advance

Please send cost estimate for


microfilm photoprint
Go ahead with the order if it does
not exceed: \$ _____

Special instructions:

NOTE: This material is requested in accordance with the A. L. A. recommendations concerning the photocopying of copyrighted materials.

ORDER AUTHORIZED BY:

SK

Eastern
 Borrowing library
 Fill in left side of form including both library addresses in full
 AMERICAN LIBRARY LINE ATLANTA, GA. 30336
 Fold here
 CAT. NO. 10488 IMPRINTED 89-488
 Send sheets B and C to lending library, and enclose shipping label
 Lending library
 Fill in pertinent items under REPORTS, return sheets B and C to borrowing library
 NONLESS


A
REQUEST

Date of request: March 5, 1976

Call No.	Woodruff Health Sciences Library Northside Hospital 1000 Johnson Ferry Rd NE
----------	--

For use of Virginia Ghent Status _____ Dept. _____

Author (or periodical title, vol. and year)

Nuring Outlook May 1964 12:

Title (with author & pages for periodical articles) (Incl. edition, place & date) This edition only

phaneuf, Marie C. p. 42

Verified in (or source of reference)

If non-circulating, please supply Microfilm Hard copy if cost does not exceed \$ _____

Georgia Mental Health Institute Addison M. Duval Library

Note: The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: Jenny Schwerdtfeger
(FULL NAME) Title Librarian

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by _____
 SENT BY: Library rate
 Charges \$ _____ Insured for \$ _____
 Date sent _____
 DUE _____

RESTRICTIONS: For use in library only
 Copying not permitted

NOT SENT BECAUSE: In use
 Non circulating Not Owned

Estimated Cost of: Microfilm _____
 Hard copy _____

BORROWING LIBRARY RECORD:
 Date received _____
 Date returned _____
 By Library rate
 Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: (Request and report on sheet C)
 Requested on _____
 Renewed to _____
 (or period of renewal)

Co. Mental Health Inst.: 894-5663

INTERLIBRARY LOAN REQUEST

Date 6/16/76

Sent _____

Received EX-3473

Name G.G.B. Bidston

Status M.D.

Department Neurology

Extension 351-9345

Journal title, volume, year Acta Neurologica Scandinavica, Supp. 52, 1-121, 1975

Author, title, pages of article Alem - Prediction of recovery in Bell's Palsy.

Librarian: verified in

GA. GM.

GM. HR

INTERLIBRARY LOAN REQUEST

Date 6/2/76

Sent _____

Received _____

Name Silverman

Status _____

Department _____

Extension _____

Journal title, volume, year Science V. 125, 1957

Author, title, pages of article Richards, D.W. "Right heart catheterization: Its contribution to physiology and medicine. pp. 1181-85.

Librarian: verified in

Abelmann, W.H. - Introduction and

to the conference. Amer. J. of Cardio. 31: 944