

Interlibrary Loan Request—LOAN

For materials not owned by or available at Mesa County Central Library and Branches

Please read the following information **BEFORE** filling out the request form.

- ▶ You **MUST** have a current, *unblocked* Mesa County Public Library District card.
- ▶ Loan requests cannot be filled for items published within the last year; ask for assistance.
- ▶ A separate interlibrary loan request form must be completed for *each item* you wish to obtain.
- ▶ Please fill out the request form **COMPLETELY**; incomplete forms will not be processed.
- ▶ The copyright portion of this form **MUST** be signed before the request can be processed. **THIS SIGNATURE MUST BE FROM THE SAME PERSON WHOSE NAME AND LIBRARY CARD NUMBER ARE GIVEN AT THE TOP OF THE FORM.**
- ▶ Requests generally take from two to six weeks to be filled; you will be contacted when the item is received.
- ▶ Renewals are not available for items obtained through interlibrary loan.

Please PRINT Clearly

Date: ____/____/20____ Pick-Up Branch _____
Name (Last, First) _____ Library Card No. 4 09 000
Phone _____ E-Mail _____
Address _____ City _____ Zip _____
Author _____ Book Cassette CD VHS DVD
Title (no abbreviations) _____
Date of publication _____ Publisher _____ **Do you want this publication only?** _____
Date after which not needed _____ Where did you find this information? _____

While every effort is made to obtain materials for no charge, borrowing fees are sometimes unavoidable and they will be passed on to you. Charges are determined by the lending library, not by MCPLD. **YOU ARE RESPONSIBLE FOR ANY CHARGES, WHETHER OR NOT THE MATERIAL IS PICKED UP.**

Charges are acceptable if they do not exceed: **(Please do not leave blank)**

\$0 \$5 \$10 \$15 \$20 Over \$20

***** NOTICE ***** WARNING CONCERNING COPYRIGHT RESTRICTIONS ***** NOTICE *****

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 other 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 a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read the above notice:

(Signed) _____

DO NOT WRITE BELOW THIS LINE

Lib. Symp. _____ SWIFT No. _____ CLIO No. _____
State _____ City _____ Cost _____
Lending Library _____ Date Returned _____
Request filled via FAX ALA Electronically OCLC
Date Received _____