

INTERLIBRARY LOAN REQUEST - LEWIS D. CANNELL LIBRARY

Interlibrary loan requests are filled as soon as possible but could take up to 25 days to receive:

Article requests normally arrive in 3-5 business days.

Books/Media normally arrive in 7-14 days.

All fields required: (Incomplete information will prevent your request from being processed.)

Name (print clearly): _____

Check One: Student _____ Faculty _____ Staff _____

Phone: (Day) _____ **(Eve)** _____

Student/Employee ID#: _____

Official Clark College email: _____

All fields required: *Only required if requesting an article (Requests without complete citations will not be processed.)

Title: _____

Author: _____

***Journal/Magazine/Newspaper Title:** _____

***Issue Date:** _____ **Pages:** _____ ***Volume:** _____ **Number:** _____

*******NOTE: ONLY 5 REQUESTS PER DAY WILL BE ACCEPTED*******

CHARGES: Although most transactions are free, some libraries charge to send their materials. You will be contacted if there is a charge. Some materials, such as textbooks, CDs and DVDs may not be available for interlibrary loan

*****NOTE: YOU MUST SIGN THE COPYRIGHT NOTICE INDICATING THAT YOU HAVE READ AND UNDERSTAND THE NOTICE, OR THE LIBRARY CAN NOT FILL YOUR REQUEST*****

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 purposes 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 judgment, fulfillment of the order would involve violation of copyright law.

I promise to use loaned material with care and return it by its due date. I am responsible for all penalties for failure to comply with the Lewis D. Cannell Library's policies at Clark College in Vancouver, Washington.

(Signature)

(Date)

Questions? Contact Amanda Brown x2299