

# Austin Community College - Interlibrary Loan (ILL) Form

Not available ACC/LS

Date:  
Staff Initials:

## IF YOU NEED AN INSTANT SOURCE OF INFORMATION. DO NOT USE INTERLIBRARY LOAN.

- ILL is a service available to students, faculty and staff at ACC for books and articles not available in ACC libraries.
- **ILL is not a guaranteed service.** You may request material which no other library is willing to lend.
  - Reference materials, reserve materials, audiovisuals, etc., are not lent through ILL.
  - We request material electronically. If no response is received from the lending library, we cannot determine why an item was not lent.
- ACC library staff will try all possibilities to get the material by the date you have indicated below, but the minimum length of time for receipt of material is 10 to 14 days. You may have to wait longer.

### Important Information and Instructions

Note: You may fill this out online and print it to take to the library.

- **You must fill in all of the information below or your form cannot be processed correctly.**
- We will mail photocopies of articles to the address you provide. Books will be held for you at the library you indicate below.
- **There may be charges for photocopies. Please indicate whether you would still like the material if there is a charge by initialing one of these options.** Request material if charges are:  
\_\_\_\_\_ up to \$5 \_\_\_\_\_ up to \$10 \_\_\_\_\_ up to \$15 \_\_\_\_\_ call me if above \$15  
\_\_\_\_\_ Do not request the material if there are charges. **Phone#:** \_\_\_\_\_

Do not hesitate to telephone our office 223-8641 weekdays (8am-2pm) regarding your request.

----- **Please use a separate form for each book and/or article. Please print and fill out all information.** -----

- Date requested: \_\_\_\_\_ Date item needed by: \_\_\_\_\_
- Name: \_\_\_\_\_ Check one:  FACULTY  STAFF  STUDENT
- Phone #: Home \_\_\_\_\_ Campus/Message \_\_\_\_\_ Email: \_\_\_\_\_
- Home/Campus Address : \_\_\_\_\_ Zip \_\_\_\_\_
- Pick up book at (check one only)  RGC Library  NRG Library  RVS Library Specify other library \_\_\_\_\_

Fill out **ONLY ONE** of the following sections as completely as possible.

### BOOK REQUEST: (Specify if a particular edition is needed)

TITLE \_\_\_\_\_  
AUTHOR(S) \_\_\_\_\_ ISBN \_\_\_\_\_  
EDITION \_\_\_\_\_ PUBLISHER \_\_\_\_\_ DATE PUB \_\_\_\_\_

### ARTICLE REQUEST: (Articles will be mailed to above address.)

JOURNAL/MAGAZINE TITLE \_\_\_\_\_ ISSN \_\_\_\_\_  
ARTICLE TITLE \_\_\_\_\_  
AUTHOR(S) \_\_\_\_\_  
VOL \_\_\_\_\_ NO \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ PAGES \_\_\_\_\_

FOR LIBRARY USE ONLY

Unable to obtain item

Date: Placed \_\_\_\_\_ Recd \_\_\_\_\_ Due \_\_\_\_\_ Retd \_\_\_\_\_

4/03