

INTERLIBRARY LOAN ARTICLE REQUEST FORM

Matthew Jacoby Memorial Library

Divine Word College

Epworth, Iowa 52045-0380

*Interlibrary Loan is a cooperative venture in which libraries agree to share their resources with each other. It is used to supplement our library's own resources. First, **always check** to see whether our library owns the particular item. **Only** after this has been done should one consider Interlibrary Loan.*

Please respect the privilege of borrowing material from other libraries by filling out this form **ACCURATELY** and **COMPLETELY**. Average time for delivery is one (1) to two (2) weeks. Please note, however, that actual time will vary and may take longer than two (2) weeks.

Today's Date: _____ / _____ / _____
mm / dd / yyyy

(Check one) Student: Faculty / Staff: SVD:

Have you checked the library's eCatalog for the item? _____ If not, please do so before proceeding.

ARTICLE

Title: _____
Author: _____
Periodical: _____
Volume & Issue Number: _____
Date: _____
Pages: _____
Citation Source: _____

BORROWER

Name: _____
Account Number: _____
E-mail Address: _____

FOR LIBRARY USE ONLY

IL: _____ Date Rec'd: _____
Verification: _____ Date Due: _____
Owning Libraries: _____ Notified: _____
_____ Renewed to: _____
_____ Return Date: _____
_____ Charges to Patron: _____

OPTION: Attach a photocopy of your citation(s) to this form with personal information filled-in above.