

**Request For Interlibrary Loan
Robert James Terry Library
Texas Southern University**

Today's Date

NAME _____ T# _____ DEPT. _____

ADDRESS _____

Phone number where you can be reached between 8 AM and 5 PM Monday through Friday: _____

Faculty Staff Graduate Undergraduate

NOTE:

It may take 2 or more weeks to obtain this item.

After which date can you no longer use it? _____

Many libraries charge for Interlibrary Loans. Charges typically range from \$15 to \$30.

What is the maximum amount you will pay for this item? _____

BOOK REQUEST

Author or Editor (full name) _____

Complete Title _____

Edition needed: _____ Place of Publication: _____

Publisher/University: _____ Publication Date: _____

Title is a: Book Doctoral Dissertation Master's Thesis

ARTICLE REQUEST

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 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 for "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.

Title of Journal, newspaper, etc.: _____

Vol.: _____ Issue No.: _____ Date : _____ Inclusive pages _____ to _____

Author of article: _____

Title of article: _____

Received by: _____ Date Received: _____

Date Due: _____

New Due Date: _____

IL: _____

Patron: _____

FOR LIBRARY USE ONLY

Verification: _____ OCLC CASSI ULRICH

Locations: _____

Date Request Sent: _____ Date Rec'd: _____ Patron Notified: _____

Item Returned: _____ Item Mailed/Courier: _____

Renewal Request: _____ Overdue Notice Sent: _____

Canceled: _____ Recall Notice Sent: _____

Date

Reasons for Non-Supply

BDY (At Bindery)

DUP (Duplicate Request)

CST (Cost exceeds stated max cost)

INC (Not as Cited)

LAC (Lacking volume/issue)

LOS (Lost)

NC (Non Circulating)

NOS (Not on Shelf)

NOT (Title Not Owned)

NYR (Not Yet Received)

TSU (TSU Owns)

UTL (Unable to Locate Title)