

# New Jersey City University Interlibrary Loan Request Form

- Print clearly or type a separate form for each request. **Complete all information requested. Do not abbreviate.**
- Inaccurate or incomplete information will result in returned, delayed or unfilled requests.

**YOUR NAME:**

**Today's Date:**

**Circle Status:** Faculty; Staff; Graduate Student; Undergraduate Student.

**Gothic Card number:** \_\_\_\_\_

Your Dept./Major:

**Phone #/ Ext.:**

E-mail Address:

Campus Address:

**Off-campus Address:**

## **BOOK REQUEST**

Title:

Author:

Publisher:

Place of publication:

Year of publication:

Specific Edition:

## **PERIODICAL REQUEST**

Periodical Title:

Author of Article:

Title of Article:

Volume:

Issue Number:

Month & Year:

Pages:

★**In what publication/database did you find this information?** Be specific.

**NOTE:** Library supplying material may charge fees for filling Interlibrary Loan requests. Answer yes to whichever applies:

Cancel request if fee is charged. \_\_\_\_\_ Will pay fee up to \$15.00. \_\_\_\_\_

Will pay fee up to (fill in amounts over \$15.00) \_\_\_\_\_.

★**Requestor's Signature: Required;** indicates that you have read the copyright warning: \_\_\_\_\_

### **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 specific 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 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.

U.S. Code of Federal Regulations, title 37, sec. 201.14(b) 2005

*For Office Use:*

ReqId#:

(ReqDate: \_\_\_\_\_ )

Librarian Accepted by:

Locations Used:

Verification: OSCAR \_\_\_\_\_ A-Z \_\_\_\_\_ NJCU \_\_\_\_\_ Full-text Databases \_\_\_\_\_ OCLC# \_\_\_\_\_

NJR \_\_\_\_\_ NJCat \_\_\_\_\_ ULS \_\_\_\_\_ BIP \_\_\_\_\_ Ulrich's \_\_\_\_\_ other \_\_\_\_\_ ISSN: \_\_\_\_\_

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