

Owensboro Community and Technical College Library
Interlibrary Loan Request
4800 New Hartford Road, Owensboro, KY 42303
Tel. (270)686-4590 / Fax (270) 686-4594

Library Staff
Initials: _____

Date: _____ Library Card #: 27716 Date not needed after: _____
(Allow 5-7 days for delivery)

Name: _____ Telephone#: (____) _____

Address: _____

Email Address: _____

Patron Status: OCTC Student _____ OCTC Faculty/Staff _____ Community _____ Other College _____

- 1) You must have an OCTC library card to request an interlibrary loan.
 - 2) You may request 3 books, 1 audiovisual and/or 5 articles at a time.
 - 3) Payments for lost materials and overdue charges are the responsibility of the patron.
- ** Further instructions/information are provided on the back of this form. ****

BOOK REQUEST (attach printout if available)

Title: _____

Author or editor: _____ Year: _____ This edition only? Yes No

Call No. (if available): _____ Publisher: _____

ARTICLE REQUEST (attach printout if available)

Journal Title: _____

Volume: _____ Issue: _____ Year: _____ Pages: _____

Article Title: _____

Article Author: _____

Warning Concerning Copyright Restriction:

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions on 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 and 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 judgement, fulfillment of the order would involve violation of copyright law.

LIBRARY USE ONLY

Lending Library: _____ Shipped: _____ Due: _____

Misc. Info.: _____ Received: _____ Returned: _____

RECEIVED BY: _____

Borrower's signature acknowledges receipt of ILL material and due date.

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INSTRUCTIONS

1. Please print or write clearly.
2. Fill out **one** form for each request (You can have 3 books, 1 audiovisual, and/or 5 articles at a time).
3. Please fill out personal information completely. You must have a current OCTC library card to process any ILL request.
4. Fill out **Book Request** section for books or audiovisuals. (Note: eBooks or portions thereof cannot be requested.)
5. Fill out **Article Request** section for journal, magazine, or newspaper articles.
6. Circle one of the location codes if the item is listed in the UK/KCTCS systems. If the location is not listed on the sheet just write it in. If this information is unknown then skip this section.
7. Turn in your request form at the circulation desk.
8. You will be notified by phone when the item(s) have arrived.
9. Item(s) are to be picked up and returned at the library's circulation counter.
10. Delivery times are not guaranteed, but expect to receive your item(s) within 5-10 working days.
11. If you need any assistance – ask someone at the library's help desk or the circulation counter.