

**Albuquerque/Bernalillo County Library System
Interlibrary Loan PHOTOCOPY Request**

PERIODICAL _____

ARTICLE TITLE _____

AUTHOR _____

VOL _____ **NO** _____ **DATE** _____ **PAGES** _____

There is a fee of \$1.00 per request, payable in advance, that is non-refundable in the event we are unable to obtain the material.

Maximum additional amount you are willing to pay if the lender charges a fee:
\$ _____ (If none, indicate "0".)

At which library do you want to pick up and return material? _____

COPYRIGHT INFORMATION - Notice 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 materials. 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 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 copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Your name: _____

Address: _____ **Zip Code:** _____

Day Phone: _____ **Evening Phone:** _____

Library Card #: 29075 _____

E-mail Address: _____

Signed: _____ **Date:** _____

FOR LIBRARY STAFF to complete: **Branch Library:** _____

Library card & form verified by: _____ Account in good standing? Yes No
Item found listed in: ABCLS catalog? Yes No WorldCat / FirstSearch? Yes No

OCLC # (if located) _____ Faxed to Main ILL by: _____

Date received: _____ Date patron notified: _____ Date ILL notified: _____

Notes: _____

About Interlibrary Loan Requests

The Albuquerque/Bernalillo County Library System offers an Interlibrary Loan Service to provide material not owned by libraries in our system.

- There is a \$1.00 **non-refundable fee** per request
- Please print clearly on the form. Illegible requests will not be processed
- You may place a maximum of 3 requests per day. The maximum number of pending requests is 10 per person.
- Lending charges for photocopies and loans may be \$5-20 per request. Please indicate on the form the amount you are prepared to pay should a fee accompany the material you request.
- An electronic request is sent to selected owning locations. If the request is not filled, you may resubmit your request for an additional \$1.00 fee.
- **Overdues:** Please return promptly. Lost and damaged materials are subject to replacement costs and may affect your eligibility for interlibrary loan service in the future.
- **Renewals:** No renewals for interlibrary loan materials. Loan period is determined by the lending library.
- This service is a courtesy of other lending libraries. Please respect their material and loan limits so that this service can continue. Abuse of this service may result in the loss of your borrowing privileges.