

## City College Fort Lauderdale – Interlibrary Loan (ILL) Form

### DO NOT USE INTERLIBRARY LOAN IF YOU NEED A RESOURCE IMMEDIATELY.

- ILL is a service available to students and faculty of the City College Fort Lauderdale campus and is offered free of charge.
- ILL is not guaranteed. Lending institutions reserve the right to refuse to lend certain materials from their collections.
- Patrons and library staff must follow lending library restrictions regarding borrowed materials.
- Materials must be returned by the due date indicated and patrons assume responsibility for overdue fines, replacement cost and/or repair cost of damaged items.
- ILL items must be returned in person to the library staff.
- **City College Fort Lauderdale is unable to request textbooks through ILL.**

**Contact the library at 954-492-5353 to check the status of your request.**

*Please use a separate form for each book and/or article.*

Date requested: \_\_\_\_\_ Date needed: \_\_\_\_\_

Name: \_\_\_\_\_

Check one:    ☐ FACULTY    ☐ STAFF    ☐ STUDENT

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address \_\_\_\_\_

*Please complete only one of the following sections. Fill in as much information as possible.*

#### Book Request:

TITLE \_\_\_\_\_

AUTHOR(S) \_\_\_\_\_

EDITION \_\_\_\_\_ PUBLISHER \_\_\_\_\_ DATE OF PUB \_\_\_\_\_

#### Article Request:

JOURNAL/MAGAZINE TITLE \_\_\_\_\_

ARTICLE TITLE: \_\_\_\_\_

AUTHOR(S) \_\_\_\_\_

VOL \_\_\_\_\_ NO \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_ PAGES \_\_\_\_\_

Library Use Only:

Date: Placed \_\_\_\_\_ Recd \_\_\_\_\_ Due \_\_\_\_\_ Returned \_\_\_\_\_

☐ Unable to obtain Item