

INTERLIBRARY LOAN (ILL) REQUEST FORM

For items outside of Los Rios

Today's Date: _____

FULL NAME:	STUDENT/EMPL. ID:
ADDRESS:	DAY PHONE:
CITY, ZIP:	EVE PHONE:
E-MAIL ADDRESS:	

ARTICLES	1	Title	Volume/Issue
		Author	Page Range
		Periodical	ISSN/DOI
	2	Title	Volume/Issue
		Author	Page Range
		Periodical	ISSN/DOI
	3	Title	Volume/Issue
		Author	Page Range
		Periodical	ISSN/DOI
	4	Title	Volume/Issue
		Author	Page Range
		Periodical	ISSN/DOI

BOOKS	1	Author	Edition/Date
		Title	
		ISBN/ISSN	
	2	Author	Edition/Date
		Title	
		ISBN/ISSN	
	3	Author	Edition/Date
		Title	
		ISBN/ISSN	

**PURPOSE:**

Interlibrary Loan (ILL) supports the instructional and research needs of the campus by providing access to materials* which are not owned by Cosumnes River College Library. Every attempt is made to borrow materials from our sister libraries in Los Rios, public libraries, and university libraries in California and throughout the United States.

ELIGIBILITY:

Los Rios faculty, staff and students are eligible for ILL privileges. Students must be currently enrolled and must not have outstanding library obligations in order to have borrowing privileges. There is generally no charge to Los Rios students and staff for ILL privileges. If there is a charge for material, patrons are notified in advance for approval of charges.

SUBMITTING REQUESTS:

ILL forms are available at the Circulation Desk, Reference Desk, and on the Library website. Request forms must be filled out completely in order to process your request. If you need assistance filling out the form, please contact a librarian at the Reference Desk (916) 691-7265. Please limit your request to 6 items

TIME FACTORS:

Material borrowed from one of the other Los Rios College libraries will take approximately 2-3 business days to arrive at CRC. Material borrowed from libraries outside of the Los Rios system may take anywhere from 1-3 weeks.

USE OF BORROWED MATERIALS:

- Conditions for use of borrowed materials including the duration of the lending period are set by the lending library and must be observed by the borrower.
- Costs for damage or loss of borrowed materials are the responsibility of the borrower.
- Materials must be picked up and returned at the Circulation Desk, and the borrower must have their Employee/Student ID in order to check out materials.
- Failure to return books on time will jeopardize the borrower's ILL privileges.

*Materials available through ILL can include books, media, and periodical articles.