Sacramento City College Library
ILL Request

(PLEASE PRINT)

Date_____

Patron
Name_____
          Last Name   First Name

Address_____
City/Zip Code_____
Telephone_____

BOOK REQUEST

Author_____
Title_____
Call Number_____

PERIODICAL REQUEST

Name of Periodical_____
Title   of   Article_____
Date_____Page Number(s)_____Volume Number_____

ILL Location (Please check)
MVLS_____OCLC_____

STAFF USE ONLY:
Date Requested_____
Date Received_____
Date Notified_____
Date Returned_____

Staff Initials_____

Sacramento City College Library
Interlibrary Loan

PURPOSE:

Interlibrary Loan supports the instructional and research needs of the campus by borrowing materials which are not owned by Sacramento City College Library. Every attempt is made to borrow materials from our three Los Rios College libraries and libraries in California and throughout the United States.

ELIGIBILITY:

Los Rios faculty, staff and students are eligible for Interlibrary loan privileges. Students must be currently enrolled to have borrowing privileges. There is no charge for interlibrary loan privileges. If there is a charge for material, patrons are notified in advance for approval of charges.

SUBMITTING REQUESTS:

Interlibrary loan request forms are available at the Circulation Desk or the Reference Desk. Requests should be submitted in person to the Circulation Desk or to the Reference Desk in the Library. Request forms must be filled out completely in order to process your request. Only seven requests will be accepted at one time.

TIME FACTORS:

Material borrowed from one of the other three Los Rios College libraries will take two to three days to receive. Material borrowed from libraries outside the Los Rios system may take from two to three weeks.

USE OF BORROWED MATERIALS:

Conditions for use of borrowed materials 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.

Books must be picked up and returned at the Circulation Desk.

Failure to return books on time will jeopardize a borrower's Interlibrary Loan privileges.