

# Interlibrary Loan Request Form

Name: \_\_\_\_\_ CVA Mailbox #: \_\_\_\_\_

I prefer to be contacted by:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Research Topic: \_\_\_\_\_

**Book/AV requests:** the library will call/e-mail you when your items come in

**Journal/Magazine article requests:** indicate preferred delivery method below:

\_\_\_\_\_ Photocopy delivered to CVA library: articles will be sent directly to your CVA mailbox when they arrive.

\_\_\_\_\_ E-mail - via MEDD (Minitex Electronic Document Delivery): you are notified by e-mail that you may access the document you have requested online. You have seven days (and up to five opportunities to view the article) after notification to print or download. (*If you have chosen this method of delivery you must have access to a computer with Acrobat Reader 4.0 or newer.*)

## Interlibrary Loan Policies

1. Only five requests per student will be processed per day. If you are submitting more than five items please prioritize them.
2. Copyright law limits requests to three articles per journal issue.
3. The library may be unable to fill some journal article requests due to copyright restrictions. The library staff will contact you if we have any problems.
4. Please attach a photocopy of your citation information to this sheet, or use the back side to write out the citation. (Your list will not be returned, so make a copy for your files.)

***Please provide as much bibliographic information as you can for each citation.***

***Books/AV Materials:*** Author, title, publisher, publication date

***Journals/Magazines:*** Author, title of article, title of journal, volume number, pages and date