

HAWAII STATE PUBLIC LIBRARY SYSTEM INTERLIBRARY LOAN REQUEST

I am aware of copyright restrictions and I understand that there is a **minimum** charge of \$10.00 *per* ILL request. This charge will be assessed even if the item requested cannot be obtained.

Patron's signature

Threshold checked _____
Shipped: _____
Received: _____
Fee entered: _____
Notified _____
Branch _____
Due: _____
Returned: _____

NAME: _____ DATE: _____

ADDRESS: _____

DAYTIME PHONE #: _____ EVENING PHONE #: _____

LIBRARY CARD #: _____ DEADLINE: _____

AUTHOR OF BOOK/ARTICLE: _____

TITLE OF BOOK/ARTICLE: _____

PUBLISHER: _____ DATE: _____

JOURNAL TITLE: _____

VOL./NO./DATE: _____ PAGES: _____

SOURCE: _____
Author Title

Publisher Date Pages

SPECIAL INSTRUCTIONS: _____

LIBRARY/SECTION: _____ STAFF NAME: _____

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or a 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 copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Threshold checked: Date that the patron's fines record was checked

Shipped: (for HSL use only)

Received: (for HSL use only)

Fee entered: (for HSL use only)

Notified: (for HSL use only)

Branch: Specify pick-up branch if not at HSL

Due: (for HSL use only)

Returned: (for HSL use only)

Name: Last name, First name

Date: Date that the request is submitted at your library

Daytime and Evening phone #:

Library card #:

Deadline: Date after which the material is not needed

Author of book/article:

Title of book/article:

Publisher:

Date: Publication date

Journal title:

Vol/No/Date: Volume, number (issue) and date of the article

Pages:

Source: Bibliographic information for source of citation

Special instructions: E.g., customer only wants a particular edition, not sure of the date, will be out-of-town, etc.

Library/Section: Be sure to complete this line

Staff name: Even if the request is left on the reference desk and you did not personally accept it, complete this line