

# 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