

Interlibrary Loan Request Form

Today's Date: \_\_\_\_\_ Need by Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Book Request

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Periodical/Journal Article Request

Periodical: \_\_\_\_\_

Article Title: \_\_\_\_\_ Author: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Volume: \_\_\_\_\_ Page(s): \_\_\_\_\_

DVD Request

Title: \_\_\_\_\_

Year: \_\_\_\_\_

**\*Though we cannot guarantee arrival time, it usually takes between 3 – 14 days to receive materials borrowed through ILL. Please submit your request as early as possible; 2 weeks ahead is recommended.**

Please save this form and email it to [LaRue@stevenscollege.edu](mailto:LaRue@stevenscollege.edu), or print and deliver it to the LRC front desk.

Questions or need help? Please call Erica at 717-391-3502 or email at [LaRue@stevenscollege.edu](mailto:LaRue@stevenscollege.edu).

STAFF USE ONLY

AccessPA – Date Requested: \_\_\_\_\_  
Owning Libraries: \_\_\_\_\_

STAFF USE ONLY

OCLC – Date Requested: \_\_\_\_\_  
Lender String: \_\_\_\_\_  
\_\_\_\_\_