

ARTICLE/BOOK/VIDEO REQUEST

Use this form to borrow materials from District 51 via interlibrary loan.

ITEM INFORMATION

MATERIAL TYPE:		<input type="text"/>	If other, please specify: _____	
(Required)				
A R T I C L E	Title of Article:	_____		
	Title of Journal:	_____	Volume:	_____
	Author/Editor:	_____	Issue:	_____
			Pages:	_____
— OR —				
B O O K - A V	Title of Book/Video/DVD:	_____		
	Publication Date: (Month/Year)	_____		
	Author/Publisher:	_____		

CONTACT INFORMATION

Please fill in all information below. This information is required for all Interlibrary Loan transactions.

Borrowers Name: _____

Location/Library/School: _____

Email: _____

Phone Number: _____

Address: _____ **Courier Code:** _____

TO SUBMIT THIS REQUEST EITHER:

1. **Print, Scan, & Email** completed form as an attachment to: kathy.plunk@d51schools.org
2. **Print and fax** completed form to: **970-241-1084, ATTN: Library Media Dept.**
Please direct any questions regarding your request to the Dept. Secretary at 970-254-5481

PLEASE NOTE:

1. Borrower is financially responsible for any damaged or lost materials.
2. All borrowed items check out for one month with no renewals.
3. The material you are requesting may be protected by copyright law (Title 17 U.S. Code). The person using this information is liable for any infringement. Because of copyright restrictions, some articles may not be available through interlibrary loan. You will be notified if this is the case.

Office Use Only:

Requested	<input type="text"/>		Borrowed From	<input type="text"/>
Received	<input type="text"/>		Barcode #	<input type="text"/>
Due Date	<input type="text"/>		<input type="radio"/> OCLC <input type="radio"/> Swift <input type="radio"/> ALA <input type="radio"/> Other	
Returned On	<input type="text"/>		Call Number	<input type="text"/>
			# /Email/Fax:	<input type="text"/>