

DESCRIPTION

- Interlibrary Loan is a service whereby Weis Library borrows resources for students, faculty, and staff from other libraries.
- Books, articles, and other items can be borrowed from libraries in the Washington, D.C. area and throughout the United States.
- Library users initiate requests for items through ILL when they complete this form and return it to the library's Circulation Desk.
- ILL requests are electronically processed by Weis Library staff and may take up to 1-3 weeks to fulfill depending on the type of resources involved.
- Most materials requested through ILL are mailed to Weis Library, and the person who requested them will be notified by library staff when the items arrive.

CONDITIONS

- Items available through Weis Library cannot be requested through ILL.
- The library cannot guarantee the length of time it will take to fulfill an ILL request.
- Any charges to process an ILL request will be passed on to the patron following proper notification.
- Books and other items borrowed through ILL must be returned to Weis Library on time.
- Any overdue or lost item charges on resources received through ILL will be passed on to the patron.
- Patrons must adhere to U.S. copyright laws when using library resources acquired through ILL.

"I understand and accept the above conditions."

Signature _____

Date	
Name	
Phone Number	
Email Address	

Directions: Enter complete bibliographic information for each item requested through ILL.

Books/Media

	Title	Vol.	Author(s)	Publisher	Date
1					
2					
3					
4					

Journal Articles

	Article Title	Article Author	Journal Title	Vol.	No.	Date	Pages
1							
2							
3							
4							