

Ocean County College Library  
Interlibrary Loan  
**Photocopy Request Form**

*Filling in all information will help us expedite this request*

Date of Request \_\_\_\_\_ Cancel if not received by: \_\_\_\_\_

If there is a charge for borrowing this item, the maximum I am willing to pay is \$ \_\_\_\_\_

*Filling a request can take 1 to 2 weeks and sometimes longer. If you have less than 2 weeks before your assignment is due, see a Reference Librarian for other options.*

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone: Home: (\_\_\_\_\_) \_\_\_\_\_

Work: (\_\_\_\_\_) \_\_\_\_\_

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

Check One: Administration/Staff: \_\_\_\_\_ Faculty: \_\_\_\_\_ Student: \_\_\_\_\_

***Please print clearly and do not abbreviate***

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

Volume: \_\_\_\_\_ No.: \_\_\_\_\_ Month/Year: \_\_\_\_\_ Pages: \_\_\_\_\_

Title of Article: \_\_\_\_\_

ISSN: \_\_\_\_\_ Cited or verified in: \_\_\_\_\_

*The Circulation Department will notify you by telephone when the material arrives. It can be picked up at the Circulation Desk. Where there is no charge, considerable expense is absorbed by the College to provide this service. Therefore, if for some reason you do not need the material after you have requested it, please inform the Circulation Department. The Circulation Desk can be reached at (732) 255-0392 from 8:00 am to 10:00 pm Monday- Friday and 9:00 am to 5:00 pm Saturday.*

***See back of sheet for copyright restrictions***

***For Library Use:***

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ILL #: \_\_\_\_\_

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