

Ocean County College Library  
Interlibrary Loan

**Book Request Form**

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

Date of Request \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Publisher: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

*If not notified within two weeks, you may contact the Circulation Department to determine the status of this request. 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. Books not picked up by the date due will automatically be returned to the lending library and cannot be requested again.*

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

***For Library Use:***

**Lenders:** \_\_\_\_\_  
\_\_\_\_\_

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

Receive Date: \_\_\_\_\_

Patron notified: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up: \_\_\_\_\_ Date: \_\_\_\_\_

Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Shipped Back: \_\_\_\_\_ Date: \_\_\_\_\_

### **Warning concerning copyright restrictions**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or 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 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 Copyright Law.