

Special Collections Request Loan Form: Loan/Copy Approved/Rejected

From: Lending Library

To: Borrowing Library

Name;

Name;

Phone:

Fax:

Email:

Phone:

Fax:

Email

OCLC ILL Number: _____

Date request given to Special Collections Library: _____

Date of decision or request for conditional
by Special Collections Library: _____

Loan/copy (circle one) approved or denied & date ILL
unit notified to update OCLC: _____

<p><i>If denied, reason why:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Rare<input type="checkbox"/> Fragile<input type="checkbox"/> Unique/Irreplaceable<input type="checkbox"/> Heavy local use<input type="checkbox"/> Size (eg., too large to ship)<input type="checkbox"/> Other _____	<p><i>Comments:</i></p>
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Lending Library Use Only:	
Date item shipped from lending Library: _____	
<p><i>Shipment Method:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> FedEx overnight<input type="checkbox"/> FedEx standard<input type="checkbox"/> UPS Overnight<input type="checkbox"/> UPS 4 day ground<input type="checkbox"/> Tricor<input type="checkbox"/> Other _____	<p><i>Use Requirements:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Special Collections reading room use only<input type="checkbox"/> No copying allowed
	<p><i>Length of Loan:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> 2 weeks<input type="checkbox"/> 4 weeks<input type="checkbox"/> Other: _____

*If Approved, send this form with the item for tracking purposes.
If Rejected, send this form to Cathy Holdeman (see side 2).
See Reverse for Borrowing Library Instructions*

Borrowing Library Use Only:

Date item received at borrowing library: _____

Date ILL Unit notified & OCLC updated to "Received": _____

Date ILL Unit notified & OCLC updated "Returned" _____

Date returned to lender by borrowing library: _____

Shipment Method used to return item:

- FedEx overnight
- FedEx standard
- UPS Overnight
- UPS 4 day ground
- Tricor
- Other _____

Lending Library Use Only (upon return of item)

Date received by lending library: _____

Date ILL Unit notified & OCLC updated to "complete": _____

Please return completed form to:

Cathy Holdeman
University of California, San Diego
9500 Gilman Drive, 0175L
La Jolla CA 92093-0175
Or FAX to 858 534-7548