

UC Interlibrary Loan
Special Collections Approval/Rejection Project
April 29, 2002 – May 10, 2002

Lending and Borrowing Library Information

Check the appropriate boxes

Borrowing Library

- | | |
|-------------------------------|-------------------------------|
| <input type="checkbox"/> UCB | <input type="checkbox"/> UCSB |
| <input type="checkbox"/> UCD | <input type="checkbox"/> UCSC |
| <input type="checkbox"/> UCI | <input type="checkbox"/> UCSD |
| <input type="checkbox"/> UCLA | <input type="checkbox"/> UCSF |
| <input type="checkbox"/> UCR | |

Lending Library

- | | |
|-------------------------------|-------------------------------|
| <input type="checkbox"/> UCB | <input type="checkbox"/> UCSB |
| <input type="checkbox"/> UCD | <input type="checkbox"/> UCSC |
| <input type="checkbox"/> UCI | <input type="checkbox"/> UCSD |
| <input type="checkbox"/> UCLA | <input type="checkbox"/> UCSF |
| <input type="checkbox"/> UCR | |

Date Request Received by Lending Library _____ Date Request Forwarded to Special Collections _____

Date Request Returned to Lending Library's Interlibrary Loan with Decision: _____

Requested Item Information

Lending Library please complete

OCLC Loan Number _____

I. Loan of Item Approved

A. Use Requirements (check all that apply)

- Special Collections Reading Room Only
- No Photocopying Allowed
- No Restrictions

B. Loan Period (select one)

- | | |
|----------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> 1 Week | <input type="checkbox"/> 5 Weeks |
| <input type="checkbox"/> 2 Weeks | <input type="checkbox"/> 6 Weeks |
| <input type="checkbox"/> 3 Weeks | <input type="checkbox"/> Other (Please specify _____) |
| <input type="checkbox"/> 4 Weeks | |

C. Item Sent By (check two boxes, courier method & delivery requirement):

- | | |
|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> US Postal Service | <input type="checkbox"/> Standard |
| <input type="checkbox"/> AirBorne Express | <input type="checkbox"/> Express (Overnight/24 hour) |
| <input type="checkbox"/> Fed Ex | <input type="checkbox"/> Express (2-day/48 hour) |
| <input type="checkbox"/> UPS | |
| <input type="checkbox"/> Tricor | |
| <input type="checkbox"/> Other (describe) _____ | |

II. Loan of item Not Approved, Photocopy of item sent

Item Sent By (check two boxes, courier method & delivery requirement):

- | | |
|-------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> US Postal Service | <input type="checkbox"/> Standard |
| <input type="checkbox"/> AirBorne Express | <input type="checkbox"/> Express (Overnight/24 hour) |
| <input type="checkbox"/> Fed Ex | <input type="checkbox"/> Express (2-day/48 hour) |
| <input type="checkbox"/> UPS | <input type="checkbox"/> Ariel |
| <input type="checkbox"/> Tricor | <input type="checkbox"/> Fax |
| <input type="checkbox"/> Other (describe) _____ | |

III. Loan Not Approved, Photocopy Not Approved

Reason for Denial (select primary reason)

- Widely available elsewhere (from a circulating collection)
- Collection Rule: collection does not circulate
- Heavy Local Use
- Archivist/Librarian Denied Request
- Rare/Fragile item
- Other (please specify _____)

**Upon completion this form should
be sent to:**

Cathy Holdeman
Social Sciences & Humanities Library 0175R
UCSD Giesel Library
9500 Gilman Drive
La Jolla, CA 92093-0175

Fax: 858/534-7548
Email: choldeman@ucsd.edu

Instructions for Completing Special Collections Approval/Rejection Project
April 29, 2002 – May 10, 2002

The UC Interlibrary Loan departments are asked to participate for two weeks in a review of the Special Collections Interlibrary Loan Requests received via CDL-REQUEST. For the weeks of April 29, 2002 – May 10, 2002 please complete the accompanying form.

The form should be completed by the **Lending Library's ILL department** when the ILL request is received via REQUEST. The form, along w/a printout of the OCLC request, should be returned to Cathy Holdeman at UCSD no later than May 24, 2002.

If you have any questions on completing the form, please call Cathy Holdeman at 858/534-6816 between the hours of 9am and 4pm during normal working days.