

RPCC Library Services

InterLibrary Borrowing Request

Library Services Use Only

Date received: _____ By: _____ Date processed: _____ Date denied: _____

Reason denied: _____

Item received (date): _____ Item picked up by patron: No Yes _____ (date) Due date: _____

Item returned by patron: _____ Item returned to lender: _____ Item received by Lender: _____

Instructions:

Please complete one form per item. Provide all required* information. Incomplete forms may delay requests or not be filled. An electronically completed and signed form may be submitted via e-mail; please complete, save and send to library@rpcc.edu with the subject Interlibrary Borrowing Request.

Date submitted*: _____

Name*: _____

Status*: Current faculty or staff Current student

Phone number: _____ E-mail*: _____

All notices and electronically delivered items will be delivered by e-mail.

Item Type*: Book Article or chapter Video Other

Describe other item type: _____

Select one. Please note that some institutions will not lend all material types.

Important: we will not request textbooks required for courses.

Book or journal title*: _____

Author or editor: _____ ISBN or ISSN: _____

Article or chapter title: _____

Publisher: _____ Publication date*: _____ Edition: _____

Volume number: _____ Issue number: _____ Pages: _____

Date item is no longer needed: _____ Note that this should not be the due date for an assignment, but should allow sufficient time for you to use the requested materials.

Warning Concerning Copyright Restrictions:

The Copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction restrictions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any reproduction purposes in excess of "fair use." 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."

Official text of the copyright warning from the Federal Register (November 16, 1977)

Acknowledgement - By signing below:

I acknowledge that I am a current RPCC faculty/staff member or student and I understand the following:

- I am responsible for adhering to RPCC Library Services Interlibrary Borrowing Policy, the policies of the lending institution and Copyright Law.
- I am responsible for any fees/fines that may be incurred.
- Renewal requests must be submitted to RPCC Library Services at least three days before my due date.
- Unclaimed items will be held at the Circulation Desk for ten days, after which borrowed items will be returned to the lending library and photocopies will be discarded.
- Flagrant violation of ILL/ILB policies and procedures (ten separate incidents) will be justification for suspension or loss of Interlibrary Borrowing privileges. These may include but are not limited to failure to pick up requested items, returning items late, failure to request renewals, etc.

Signed*: _____

Date: _____

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Donna Whittington – Title IX Coordinator, Shalither Cushenberry – Section 504 Coordinator