

InterLibrary Loan Request Form



SEGi
College
Subang Jaya

Towards
R4.0

Requesting Library Name and Address:	Request Date :
E-Mail:	Phone:

Patron Information

Name	Title
Student/Staff ID No	Author
Department/School Centre	Publication
Email	Year

Item Information

Title
Author
Publication
Year
Edition
ISBN

Remarks

Delivery time is dependent on the lending library's procedures, availability of materials, and the mode of delivery.

Duration of loan for books is as per the ILL policy.

For Use by Supplying Library

Due date :	Date shipped :	Not supplied due to:	<input type="checkbox"/>
Cost :	Shipped via :		In use <input type="checkbox"/>
		Not owned <input type="checkbox"/>	
		Poor condition <input type="checkbox"/>	
		Charge exceed limit <input type="checkbox"/>	
		In process/on order :	
		Other reason :	

Notes :

Renewals:

Date requested :

New Due Date :

I have read, understood and will abide by the terms and conditions stated in (ILL) Policy

Signature

Date

Name :