

LMC Interlibrary Loan **BOOK** Request Form

Request date: _____ Name _____

Address: _____

Telephone: Home: _____ Work: _____

Circle one: LMC Student LMC Personnel Siena Heights

When do you need the item? _____ (Depending on locality of item, receipt of item can take from 7 to 15 days, **possibly more.**) Please specify a date.

DO NOT PUT ASAP. NO RUSH REQUESTS.

Author: _____

Title: _____

Year: _____ Edition: _____ Publisher: _____

ISBN # (if known): _____

Source you obtained the citation from: _____

IF FEE IS CHARGED BY LENDING LIBRARY (NOT LMC*), WHAT IS THE MAXIMUM AMOUNT

YOU ARE WILLING PAY? (Circle one) \$0 \$10 \$20 \$30

YOU ARE RESPONSIBLE FOR ANY CHARGES INCURRED.

Your signature: _____ **REQUIRED!**

***You will be assessed a fine by LMC if you do not pick up your interlibrary loans.**