

THOMAS NELSON COMMUNITY COLLEGE Interlibrary Loan Request Form

Name of Requestor: _____ Status: TNCC Student _____ TNCC Faculty _____

Address: _____ City: _____

Telephone Numbers: Home: _____ Business: _____

Material Not Needed After: ____/____/____ Department: _____

Total photocopy charge/borrowing fee you are willing to pay per item: _____

As evidenced by my signature below, I authorize this request, will accept all Interlibrary Loan charges, and will return any borrowed material by 1 p.m. on the indicated due date. I agree to make payment for any charges in the form of a personal check or money order to the library that owns the material.

Signature: _____ Date: _____

MATERIAL REQUESTED

Please attached a photocopy from the source of reference showing the citation for the material you are requesting.

Book

Title: _____

Author(s): _____

Publisher: _____ Place of Publication: _____

Date of Publication: _____ Edition: _____

Periodical Article

Title of Periodical: _____

Volume/Issue: _____ Number: _____ Date: Month: _____ Year: _____

Author(s) of Article: _____ Inclusive Pages: _____

Title of Article: _____

Thesis

Author:(last name first) _____

Title: _____

Written at: _____ Date: _____

FOR USE OF LIBRARY STAFF ONLY

Date Request Received: _____ Staff Initials: _____

Patron Notified: _____

Amount of Charge: _____ Collected Patron: _____ Date Bill Paid: _____