

OUTERLIBRARY REQUEST FORM

Please check LINKcat first to make sure your item is not available within the South Central Library System. For magazine, journal, and newspaper articles, check EBSCOhost and NewspaperARCHIVE.

Today's date: _____ DEADLINE DATE : _____

Contact information:

YOUR NAME: _____ (required)

YOUR BARCODE number: 29078 _____ (required)

PHONE : home _____ / work _____

Email : _____

I would like to be notified of my holds by: email phone

Book or Audiovisual information:

AUTHOR/PERFORMER : _____ (required)

TITLE : _____ (required)

PUBLISHER/PRODUCER : _____ YEAR: _____

FORMAT (required) : regular print ____ or large print ____

Cassette ____ [abridged or unabridged] or CD ____ [abridged or unabridged]

DVD ____ or VHS ____ Other _____

Will you consider a substitution if your format choice is not available? _____

Magazine or Journal Article Information (Only fill out if you're requesting an article.)

Publication Title: _____ (required)

Volume : _____ Issue no. : _____

Issue Date: _____ (required)

Author: _____ (required)

Article Title: _____ (required)

Note any additional information here:

If you have questions about this form or need to cancel a request you've already made, call the Information Desk at (608) 835-3656 e-mail oreill@oregonlibrary.org.

Please wait at least 2 weeks before contacting us regarding the status of your request.

Please note:

The length of time that it takes to receive a book via outerlibrary loan varies, anywhere from 1-6 weeks. If you have a specific deadline, please note it. We will make every effort to have the requested materials in time.

We will not be able to get titles that have been published within the last 6 months (as listed on Amazon.com)

Owning libraries will sometimes grant renewals, Renewals of outerlibrary loan materials are sometimes granted, but the owning library must be contacted for this. It will take 3-5 days before we know we can renew the material. Please call us as soon as you know you need to renew a material, so you aren't charged overdue fines.

Check-out times vary from 1-3 weeks, depending on the owning library's policy.

We ask you to take very good care of your outerlibrary loan materials, as many of them are one of a kind items, available only from a few libraries.