
HAWAII STATE PUBLIC LIBRARY SYSTEM INTERLIBRARY LOAN REQUEST

I am aware of copy right restrictions and I understand that there is a **minimum** charge of \$10.00 *per* ILL request.

Patron's signature

Threshold:	_____
Shipped:	_____
Received:	_____
Fee:	_____
Notified:	_____
Branch:	_____
Due:	_____
Returned:	_____

NAME: _____ DATE: _____

ADDRESS: _____

DAYTIME PHONE #: _____ EVENING PHONE #: _____

LIBRARY CARD #: _____ DEADLINE: _____

AUTHOR OF BOOK/ARTICLE: _____

TITLE OF BOOK/ARTICLE: _____

PUBLISHER: _____ DATE: _____

JOURNAL TITLE: _____

VOL./NO./DATE: _____ PAGES: _____

SOURCE: _____

Author

Title

Publisher

Date

Pages

SPECIAL INSTRUCTIONS: _____

LIBRARY/SECTION: _____ STAFF NAME _____

8/06

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or a 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 the copyright law.

Threshold checked: Date that the patron's fines record was checked

Shipped: (for HSL use only)

Received: (for HSL use only)

Fee entered: (for HSL use only)

Notified: (for HSL use only)

Branch: Specify pick-up branch if not at HSL

Due: (for HSL use only)

Returned: (for HSL use only)

Name: Last name, First name

Date: Date that the request is submitted at your library

Daytime and Evening phone #:

Library card#:

Deadline: Date after which the material is not needed

Author of book/article:

Title of book/article:

Publisher:

Date: Publication date

Journal title:

Vol/No/Date: Volume, number (issue) and date of the article

Pages:

Source: Bibliographic information for source of citation

Special instructions: E.g., customer only wants a particular edition, not sure of the date, will be out-of-town, etc.

Library/Section: Be sure to complete this line

Staff name: Even if the request is left on the reference desk and you did not personally accept it, complete this line

The Hawaii State Public Library System (HSPLS) offers interlibrary loan (ILL) service for material not available in our collection. This service is offered for a fee at all branch libraries.

ELIGIBLE CUSTOMERS:

- Anyone with an HSPLS library card that does not exceed the fines threshold may request ILL service.

INTERLIBRARY LOAN REQUEST FORM:

- Forms are available at the Reference Desk at all branch libraries.
- Please provide complete and accurate information.
- Reference Desk staff can help you fill in the form.
- If you need the material right away, note "RUSH" on the application form and tell the Reference Desk staff. Any additional charges for special handling will be your responsibility.

COPYRIGHT COMPLIANCE:

- Please be sure to read the copyright notice on the ILL request form. HSPLS will not process requests that do not comply with US copyright laws and guidelines

FEES:

- Fees are charges per item requested. E.g., a request for two articles from a single issue of a magazine will be considered two separate requests and you will be charged accordingly.
- The fee for material borrowed from an out-of-system library is \$10 plus the cost as incurred by the public library to obtain the material.
- If "RUSH" service is requested, any additional fees charged by the lending library will be added to your fines record.
- You will be charged for requests not canceled prior to their being shipped from the lending library.
- The ILL fee will be entered into your fines record when the material is received at Hawaii State Library.
- Fees can be paid at any branch of the HSPLS.

TURNAROUND TIME:

- It is HSPLS policy to request that ILL material be sent airmail, but it may take four weeks or longer to receive material from an out-of-state library.

NOTIFICATION:

- You will be notified by telephone or by mail when the ILL material is ready for pick-up.

PICK-UP/RETURN OF ILL MATERIAL:

- Pick-up and return material at the Circulation Desk of the branch that you have designated as the pick-up library.
- Do not return material at any other branch library or in the bookdrop.

LOAN PERIOD:

- The usual loan period is three weeks.
- Restrictions on use and the loan period are determined by the lending library.
- The lending library has the right to recall material and you are obligated to return it immediately.
- To request a renewal, telephone the Interloans Unit at your requesting library at least one week before the material is due. Renewals are granted at the discretion of the lending library.

CANCELLATIONS:

- To cancel an ILL request, telephone the Interloans Unit at your requesting library as soon as possible. If the request cannot be canceled because the material has already been shipped from the lending library, the ILL fee and all applicable charges will still be added to your fines record.

OVERDUE, DAMAGED, or LOST ITEMS:

- You are responsible for any applicable fees which will be added to your fines record.

If you have questions or would like to know the status of your ILL request, telephone the INTERLOANS UNIT at your requesting library.