



**Akron-Summit County
Public Library**

www.akronlibrary.org

This form and ILL procedures are on the Staff Intranet under Resources>Patron Resources. Books, periodical articles, audio-visual items and microfilm may be requested via ILL. An ASCPL title with a status of missing may be requested. Customers must have a current ASCPL library card and owe less than \$10.00 to submit a request. There is no charge for the first 10 requests submitted by a patron within a calendar year. Before completing the form, check the catalog to be certain that we do not own the item and that it is not available through SearchOhio or OhioLINK. Fill out the form completely and legibly, including your name, agency and an OCLC, ISBN or ISSN number at the bottom. Send completed forms to **Circulation - ILL**.

Customer's name: _____ Date of request: _____

Customer's address: _____

Customer's telephone: (home) _____ (work) _____

Customer e-mail: _____

Customer's Library patron ID or library barcode number: _____

Will pick up item at (Branch or Main, no independent libraries): _____

Not wanted after (date): _____

Author's full name: _____

Title of book or magazine: _____

(If for magazine article) Title of article: _____

(If for magazine article) Volume: _____ Issue: _____ Date: _____ Pages: _____

Publisher of book: _____

Date of book publication: _____ Place of book publication _____

Source of this information: _____

• For Library Use Only •

Request taken by: _____ Agency: _____

OCLC number: _____

ISBN or ISSN: _____

ILL number (Circulation staff use): _____

Lending libraries (Circulation staff use): _____