

Southern WVCTC Interlibrary Loan Request Form Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Book Request: \_\_\_\_\_

Book's Author(s): \_\_\_\_\_ Book's Call Number: \_\_\_\_\_

Journal Article Request: \_\_\_\_\_ Article Author(s): \_\_\_\_\_

Article Title: \_\_\_\_\_ Journal: \_\_\_\_\_

Journal: \_\_\_\_\_ Volume: \_\_\_\_\_ Pages: \_\_\_\_\_ Date of Publication: \_\_\_\_\_

**\* ALL BOOKS MUST BE RETURNED TO EASTERN FIVE DAYS BEFORE DUE DATE \***

When requesting books through interlibrary loan, **make certain you read the following rules and regulations:**

- The Academic Services Program Coordinator is your contact person at Eastern West Virginia Community and Technical College (EWVCTC).
- Please return your requested material **five days** before their due date. EWVCTC is responsible for return shipment and in order to avoid overdue fines, you must return your material early. You are responsible for all late fees, special mailing fees to meet due dates, or replacement costs for materials not returned. **A hold will be placed on your student record for all past due materials.**
- All requested material will be returned to the Academic Services Program Coordinator or Access Center Coordinator.

Comments: