



**Akron-Summit County  
Public Library**

**www.akronlibrary.org**

This form and ILL procedures are on the Staff Intranet under Resources>Circulation Materials>Traditional Interlibrary Loan. 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): \_\_\_\_\_