

Sri Lanka University Inter-Library-Loan

Request Form

(Instructions: Please provide all relevant information so that the request could be processed without any delay)

- 1. Details of the Requesting Library
 - 1.1 Name of the Library:.....
 - 1.2 Name and Designation of Contact Person:.....
 - 1.3 Telephone/Fax/e-mail address:.....
 - 1.4 Postal Address to which the item to be delivered:.....
.....
.....

- 2. Details of the book loan requested:
 - 2.1 Title of the book:.....
 - 2.2 Author(s)/Editor(s) etc.:.....
 - 2.3 Publisher/Year of Publication:.....
 - 2.4 Edition:.....
 - 2.5 ISBN:.....
 - 2.6 Specific page(s):.....
 - 2.7 Deadline for the loan:.....

- 3. Details of the periodical loan requested:
 - 3.1 Title of the Periodical:.....
 - 3.2 Volume/Number/ISSN/Year of publication:.....
 - 3.3 Title of the periodical article and pages:.....
 - 3.4 Author(s).....
 - 3.5 Deadline for the loan:.....

To be completed by the Supplying Library

- 1. Status of the loan (Place a tick on relevant boxes)
 - 1.1 Unable to loan the item by the deadline
 - 1.2 Unable to loan it due to Library Policy
 - 1.3 Item ready for collection
 - 1.4 Please return it before
 - 1.5 Already faxed/emailed/posted (delete whatever irrelevant)
 - 1.6 Documented payment will follow
 - 1.7 Loan is complimentary

Name of the Library

Name and Designation of contact person:

Telephone:.....

Date: