

OLL Request Form

Today's Date: _____ Staff Initials: _____

Patron Name: _____

Library Card Number: _____

Best Way to contact: _____

Do you have deadline? No _____ Yes, date _____

Format:

Book _____ Large Print (only) _____ Book on CD _____

Title: _____

Author: _____ Year: _____

Music CD: _____ Title: _____ Performer: _____

DVD*: _____ Title: _____ Year: _____ Actor(s): _____

Article: _____ Title of Article: _____

Name of Periodical: _____ Month & Year _____

*For DVDs please record more than the title. Including the actors, directors, year or subject matter help us find the item. Write the information in the box below.

Subject Request and Microfilm (Or additional Information)

Subject Request Number: _____

For OLL staff use only:

Receiving

Owning Library _____

Date Needed at Owning Library _____

Date Received _____

Transaction Number _____

ILL Number _____

Item Barcode _____

Mail? _____ Red Tubs? _____

Paper Spreadsheet _____

Returning

Date Returned to Owning Library _____

Transaction Ret? _____

Barcode Checked in _____

Paper Spreadsheet Ret? _____

Date Due: _____