

**Great Bay Community College
Inter Library Loan (ILL) Request Form**

This form can be submitted by email. Please include the following recipients:

Rebecca Clerkin, Library Director rclerkin@ccsnh.edu

Joe Mayo, Library Technician jmayo@ccsnh.edu

Or, you may print and submit at the Library Circulation Desk.

Please note ILL requests can take up to two weeks to fill.

Date requested _____

Date needed by _____

Name _____

Address _____

Email _____

Daytime phone _____

Evening phone _____

Circle one: Student

 Faculty

 Staff

Book

Title _____

Author _____

If known:

Publisher _____

ISBN _____

Journal Article

Author _____

Article title _____

Journal title _____

Issue _____

Date _____

Pages _____

Library Staff Use Only

Full text

Requested

Received

Patron called

Material picked up

Due date

Loans returned