



SHILLONG COLLEGE CENTRAL LIBRARY

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REQUEST FORM FOR INTER-LIBRARY LOAN SERVICE

Name	Prof./ Dr./ Shri. /Smt.	
Designation		
Department & Institution		
Contact No.	+91	
Email ID		
Details of Item	Title of Book/Article / Journal/ Volume / Composite Work	
	Author/Editor/Translator	
	Edition	
	Publisher	
	Year	
	ISBN / ISSN	
	Accession No.	
Any Other Information		

Purpose of Request:

- Academic/Research Use Reference Consultation
 Teaching/Learning Support Other (Specify): _____

Loan Period:

From: To:

- I hereby certify that the document being requested will be used only for academic and research purpose and will not be reproduced or transmitted in any manner.
 - I understand that, subject to first-come first-served basis, a period of up to two weeks may be required for obtaining the document being requested.
 - The borrowing institution agrees to return the materials within the stipulated due date.
 - Any loss or damage to borrowed materials shall be the responsibility of the borrowing institution, and replacement or compensation shall be provided as per lender's policy.
 - Renewal requests, if any, must be made before the due date and are subject to approval.
- (Tick Here) I fully understand and agree to abide by the terms & conditions of the Inter-Library Loan Service.

Date: ____/____/____

Signature: _____

(OFFICE USE ONLY)

Request Status: Approved / Not Approved

Request No: _____ Date Issued On: _____ Due Date: _____ Issued by: _____

Signature of Librarian