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