

**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:.....

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**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: .....