

**VCU INTERLIBRARY LOAN (ILL)**  
for Maggie L. Walker Governor's School Faculty

***Multimedia Item Request Form***

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**Procedures:**

- All requestors must be registered with VCU to use the ILL service.
- All ILL requests will go through the library media specialist (LMS) using this form. The LMS will notify the requestor via email when his/her request is sent to VCU.
- Print, complete, and sign this form, including all information regarding the requested item (especially date needed) and give it to the LMS.
- Sign the requestor responsibility statement each time you request an item.
- **Loan period:** Three weeks unless high demand permits only a shorter period
- **Renewals:** None permitted
- Allow 5 to 7 business days for processing and mailing.

**Requestor Responsibilities:**

- **LOST items:** the requestor is responsible for paying the minimum replacement fee of \$100.
- **DAMAGED items:** the requestor is responsible for paying the minimum damage fee of \$10.
- **LATE items:** the requestor is responsible for paying overdue fines, including the minimum overdue processing fee of \$10 per item.
- **RETURN:** The requestor is responsible for returning the borrowed item to VCU or paying the FedEx return postage (approximately \$5.00).

I agree to the above responsibilities.

\_\_\_\_\_

*Requestor's signature*

\_\_\_\_\_

*Date of request*

Title: \_\_\_\_\_

Publication Information: \_\_\_\_\_

Format: \_\_\_\_\_

Library (e.g. Cabell Film and Video, Cabell DVD): \_\_\_\_\_

Call Number: \_\_\_\_\_

Date (s) needed: \_\_\_\_\_

Other information (e.g. note in the item record stating it is a Limited AV Loan):  
\_\_\_\_\_