

Requesting a **LOAN** - (any physical item, such as a book, a DVD, or audiobook on CD)

<b>Title / Journal</b>	To kill a mockingbird (added note)
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- Add a (note) to the Title field if the request is for:
  - A large print title, i. e., **(Large Print)**,
  - A specific edition of a title, i.e., **(3rd edition)**,
  - A language other than English, i.e., **(Spanish)**,
  - A visual type of book like a **(graphic novel)** or **(manga)**, or
  - A **(Blu-ray DVD)** specifically.

<b>Author</b>	Lee, Harper
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- Add *one* Author, **Last Name first**.
  - For a **DVD**, add *one* **Actor** as the Author, Last Name first.

<b>ISBN</b>	978-0060935467
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- An ISBN is not required, but it is helpful if the request is for a visual book like a **graphic novel** or **manga**. If adding an ISBN, please add only *one* 13-digit ISBN.

<b>Type</b>	Loan
<b>Format</b>	Book

- Change the **Format** for any item that is not a book, such as **DVD video** or **Sound Recording on CD**.

<b>Language</b>	Spanish (spa)
<b>Edition</b>	
<b>Preferred edition</b>	<input type="radio"/> Most recent edition <input type="radio"/> This edition <input checked="" type="radio"/> Any edition
<b>Preferred Delivery Format</b>	<input checked="" type="radio"/> No preference <input type="radio"/> Digital/Electronic <input type="radio"/> Physical/Tangible

- While this section can be used, it is *not necessary* to request a LOAN. *Instead*, add (notes) to the **Title** field where they will be easily seen when the request is opened at USL.

▼ Patron	
<b>Name</b>	
<b>ID</b>	
<b>Status</b>	
<b>Department</b>	
<b>Address</b>	
<b>City</b>	

- The Patron section (at the bottom of the request) is for adding any information that will help get the item to your patron.

For questions, please contact:  
**Sarah Pitkin**, ILL Librarian  
 801.715.6738 | ill@utah.gov