


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

Title/Journal

To kill a mocking bird (added note) 

- 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.

Author

Lee, Harper 

- Add *one* Author, **Last Name first**.
  - For a **DVD**, add *one* **Actor** as the Author, **Last Name first**.

ISBN

9780060935467 

- 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.

Format

Book 

- Change the **Format** for any item that is **not** a book, using the drop-down menu, i.e., **DVD video** or **Sound Recording on CD**.

Language

Edition

Preferred edition

Any edition

Most recent edition

This edition

Preferred delivery format

No preference

Digital/Electronic

Physical/Tangible

- This section is **not necessary** to request a LOAN. **Instead**, add (notes) to the **Title** field where they are easily seen when the request is opened at USL.

- The Patron section (bottom of request) is for your library to add any information that will help identify, and get the item to, your patron. This section is not used by USL.

^ Patron

**Basic information**

Name

Pickup location name

ID

Status

Department

Notes

For questions, please contact:



**Sarah Pitkin**, ILL Librarian  
801.715.6738 | ill@utah.gov