

NAME: _____ ID NUMBER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

I have searched for the following Interlibrary Loan materials and have been unable to locate them. I believe I have either returned the items or never received the material. Therefore, the Interlibrary Loan Office should take responsibility for its missing status.

ILL TN: _____ LENDER: _____

TITLE: _____

With my signature below, I fully acknowledge and accept the following terms of this agreement:

1. I understand that this book will be taken off my account and declared lost to the lending library.
2. I understand that I will not be billed for this book.
3. I understand that this is a one-time only arrangement.
4. If I am signing this form as a result of my claiming not to have received the book, I understand that it is my responsibility to keep the information on my ILL account updated if I change address or email address.
5. If I am signing the form as a result of claiming this book was returned, I understand that in the future I may ask for a receipt from a library staff member when returning books; and if I claim to have returned a book in the future which cannot be located by Interlibrary Loan, I must show the receipt to avoid being billed for its replacement cost.

SIGNATURE: _____ DATE: _____

RETURN THIS FORM TO:

CSUP - UNIVERSITY LIBRARY
INTERLIBRARY LOAN
220 BONFORTE BLVD
PUEBLO CO 81001

Or: csup_ill@csupueblo.edu