



## SUNLINK Interlibrary Loan Request

Please route to School Library Media Specialist IMMEDIATELY upon receipt!

|                 |                                 |           |      |
|-----------------|---------------------------------|-----------|------|
| Date:           |                                 |           |      |
| To:             | School Library Media Specialist |           |      |
| School Name:    |                                 | District: |      |
| School Address: |                                 |           |      |
| City, State ZIP |                                 |           | , FL |
| Phone:          |                                 |           |      |
| FAX:            |                                 |           |      |

|                 |                                 |           |      |
|-----------------|---------------------------------|-----------|------|
| From:           | School Library Media Specialist |           |      |
| School Name:    |                                 | District: |      |
| School Address: |                                 |           |      |
| City, State ZIP |                                 |           | , FL |
| Phone:          |                                 |           |      |
| FAX:            |                                 |           |      |

|                         |  |
|-------------------------|--|
| Need by Date:           |  |
| Author:                 |  |
| Title:                  |  |
| Publisher:              |  |
| Call Number:            |  |
| Additional Information: |  |

**Thank you for your prompt reply!**

Notes:

- 1) **ILL protocol requires a response within 1 working day**—either send the item or reply that it is not currently available.
- 2) Interlibrary Loan via SUNLINK is only available **from one Florida SUNLINK school library media center to another Florida SUNLINK school library media center.**
- 3) ILL supplies can be ordered from the SUNLINK e-store at <http://www.sunlink.ucf.edu/estore/>