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X items that apply										X all items that you agree to lend. Add comments for any exceptions.									
Ariel	Mail	Fax	Phone	OCLC	SDLN	DOCLINE	Email	FORMATS			Will Supply	Renewals	Length of Loan	Comments					
	X	X	X	X	X	X	X	C-Copy: for copies from periodicals, serials, journals, magazines & newspapers in any format.			X		N/A	No need to return.					
								L-Printed: for loans of monographs, books, conference papers, scores, dissertations & atlases in printed format.			X	X	4 WEEKS						
								L-Micro: for loans (not copies) of microfiche, microfilm or other microformats.			X		1 WEEK	Special need.					
								L-Video: for loans of films, movies or motion pictures in any format including VHS, DVD, laser disc, 16mm or video kits.			X		1 WEEK						
								L-Audio: for loans of both music & spoken recordings in any format including CDs, DVDs, cassettes, 8 tracks, LP records, as well as audio kits.			X		4 WEEKS						
Methods of Delivery X items that apply							L-MR: for loans of computer software/files in any format including CD-ROM, DVD, of floppy disks. Software bound with books is treated as L-Printed.			X		1 WEEK	Special need.						
Ariel	Mail	Fax	Courier	UPS	Email	Odyssey	L-Other: for loans of items not listed above, i.e.manuscripts, archives, maps, visual material (two dimensional), filmstrips, online items & slides.			X		1 WEEK	Special need.						
	X	X	X	X	X	X	Any Media: for requests of any material type.			X			All participating ILL libraries should be defined in Aleph as potential suppliers in this list in order to force a request to that library.						
Special Comments and Notes: PDF email delivery is preferred if possible.																			