



# REQUEST FOR MATERIALS – Grandview/Distance Learning

From Raymond Library or through Interlibrary Loan (ILL)

Please complete this request form FAX it to 509 574-4989  
or mail it to Raymond Library, Reference Librarians, P O Box 22520, Yakima, WA 98907-2520

### STUDENT DATA:

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

City \_\_\_\_\_ Home Phone # \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

### PERIODICAL REQUEST:

Article Title \_\_\_\_\_

Journal Title \_\_\_\_\_

Date \_\_\_\_\_ Volume # \_\_\_\_\_ Issue # \_\_\_\_\_ Page # \_\_\_\_\_

### BOOK REQUEST:

Title \_\_\_\_\_

Author \_\_\_\_\_ Call # \_\_\_\_\_

If these are not available at Raymond Library, do you want these items through ILL?  Yes  No  
(Interlibrary loan requests take approximately 1 to 3 weeks)

These items are not needed after \_\_\_\_\_

### IF YOU NEED ASSISTANCE LOCATING MORE MATERIALS, PLEASE COMPLETE THE FOLLOWING:

Subject of Class Assignment \_\_\_\_\_

Types and Number of Sources Needed  
(books, articles, pamphlets, etc.) \_\_\_\_\_

Must Sources Be Published Within  
Certain Dates? \_\_\_\_\_

Length of Paper/Assignment \_\_\_\_\_

Additional Requirements \_\_\_\_\_

*You will be notified of any charges prior to ILL being processed. For further assistance, please call Reference Librarian at 574-4991.*

### FOR LIBRARY USE ONLY

Name \_\_\_\_\_

Amount Due Photocopies\* \_\_\_\_\_

ILL charges\*\* \_\_\_\_\_

TOTAL \_\_\_\_\_

\* Only if applicable

\*\* Check must be written to lending institution and given to Raymond Library in advance.