

**UNIVERSITY OF LOUISIANA AT LAFAYETTE**  
**EDITH GARLAND DUPRE LIBRARY**  
**INTERLIBRARY LOAN DEPARTMENT**

**Interlibrary Departmental Charge Approval**

|   |           |       |
|---|-----------|-------|
| DATE:   | SEMESTER: | NAME: |
| <b>PATRON INFORMATION</b>   |           |       |
| Name:   |           |       |
| Cajun Card Number:  |           |       |
| Address:  |           |       |
| Phone No:   | E-mail:   |       |
| <b>DEPARTMENTAL CHARGE CODE:</b>  |           |       |
| <b>DEPARTMENT APPROVING AUTHORITY INFORMATION</b>   |           |       |
| Name:   |           |       |
| Department  |           |       |
| Title/Status:   |           |       |
| Phone No:   | E-mail:   |       |
| <i>Please allow the above named patron to charge Interlibrary Loan costs or fees to the above named Departmental Code with the terms and/or conditions set below.</i>   |           |       |
| AUTHORITY<br>SIGNATURE  |           |       |
| <b>PLEASE NOTE</b>  |           |       |
| The Department is responsible for setting and notifying Interlibrary Loan of terms and limits of use of their Department Charge Code. Limits may vary for each patron and may be time and/or amount. Examples include, but are not limited to: semester, annual, one-time, not to exceed \$2.00 per request, not to exceed \$10.00 per request, \$25.00 one-time-only, etc. |           |       |
| <b>TERMS OF AUTHORIZATION for Interlibrary Loan Use</b>   |           |       |
| The above named patron is authorized to use the Departmental Charge Code with the following restrictions <i>(required)</i>  |           |       |
| <input type="checkbox"/> for the following semester only:   |           |       |
| <input type="checkbox"/> to obtain the following material(s) only:  |           |       |
| <input type="checkbox"/> until further notice   |           |       |
| <input type="checkbox"/> with the following restrictions  |           |       |
| -----<br>-----<br>-----<br>-----<br>-----   |           |       |

OFFICE USE ONLY – Print Last, First Middle

*To be accepted by the Interlibrary Loan Office this form must be signed and terms of authorization indicated.*