



July 31, 2012

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Document Delivery Book Form

Cerro Coso students, faculty, and staff may use this form to place requests for the interlibrary loan of materials not available in the Cerro Coso library collection. **Requests are not taken for textbooks.** If the item is available locally, the average turnaround time is three days to one week; otherwise, it can take two weeks or longer to fill the request. Please check the Library Catalog before requesting materials.

Community members (non-Cerro Coso Community students, faculty or staff) wishing to borrow materials from libraries outside the IWV must place their requests through their own local servicing libraries.

Book Information

Limit: One book title per request form.

Please fill in as much information about the requested material as is known.

Book Title:

Author:

Publication date:

Edition:

Delivery Information

Please enter dates. 'ASAP' is not a valid entry.

Prefer delivery by:

Not needed after:

This is for personal interest and no deadline required:

Fee Information

Some requests are only available from libraries that charge a lending fee. Please check the following:

- Will approve and pay fee.
- Please phone for prior approval if fee is required.
- Will NOT pay any fee.

Where would you like to receive the material?

- Ridgecrest/IWV
- Bishop/ESCC
- Mammoth Lakes/ESCC
- Lake Isabella/KRV

Personal Information

Name:

Email:

Phone:

Select status:

CCCC Student CCCC Faculty CCCC Staff

College ID:

Additional Information

Remarks/additional information:

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Document Delivery for Articles

Cerro Coso students, faculty, and staff may use this form to place requests for the interlibrary loan of materials not available in the Cerro Coso library collection. If the journal article is available locally, the average turn around time is three days to one week; otherwise, it can take two weeks or longer to fill the request. Please check the journal listings as appropriate before requesting materials.

Community members (non-Cerro Coso Community students, faculty or staff) wishing to borrow materials from libraries outside the IWV must place their requests through their own local servicing libraries.

WARNING OF COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain provisions specified in the law, libraries and other archives are authorized to furnish a photocopy or the reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If the user makes request for and later uses a copy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

The Cerro Coso Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violations of copyright law.

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Article Information

Limit: One journal article per request form.

Please fill in as much information about the requested material as is known.

Journal Title:

Article Title:

Author:

Volume Number:

Issue Number:

Publication date:

Page Number(s):

Delivery Information

Please enter dates. 'ASAP' is not a valid entry.

Prefer delivery by:

Not needed after:

This is for personal interest and no deadline required:

Where would you like to receive the material?

- Ridgecrest/IWV Bishop/ESCC Mammoth Lakes/ESCC Lake Isabella/KRV

Fee Information

Some requests are only available from libraries that charge a lending fee. Please check the following:

- Will approve and pay fee.
- Please phone for prior approval if fee is required.
- Will NOT pay any fee.

Personal Information

Name:

Email:

Phone:

Select status:

- CCCC Student CCCC Faculty CCCC Staff

College ID:

Additional Information

Remarks/additional information:

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Interlibrary Loan: Document Delivery

[\[Link to Book Request Form\]](#) | [\[Link to Journal Request Form\]](#)

Purpose of Document Delivery

Document Delivery is a interlibrary loan service provided to obtain materials which are NOT available in the Cerro Coso Community College Library. Materials necessary for study and research such as books are borrowed from other libraries. Photocopies of periodical articles can also be obtained. The conditions of this service are set by the National Interlibrary Loan Code, 1980 (adopted by the American Library Association), the California Interlibrary Loan Code, local agreements, and the regulations of the individual lending libraries.

Who may use Document Delivery

Any current Cerro Coso student, staff member or full/part-time faculty may use this service. Those using this service must be a current Cerro Coso Library patron at the Library (this includes the college centers @ IWV, Bishop, Mammoth, KRV and South Kern) in order to receive interlibrary loans.

How Document Delivery works

All requests must be submitted in writing on forms supplied either at the Library circulation desk or by using the forms located on this web site. There are specific forms to be used either for books or for photocopies of periodical articles. For speedy service, accurate and complete bibliographic information should be supplied, along with the source of that information. Accurate personal information must be provided as well. All completed forms are processed by the Interlibrary Loan staff.

Fees

The Cerro Coso Library does not charge for providing this service. If there are any fees required by the lending libraries, the fees must be paid by the requestor of the materials at the time of pick-up or with the return of books by distance learners. Some libraries require a fee to be paid for the lending of their books. Due to photocopy agreements, some photocopies come free of charge, but there are many libraries that charge \$10 and up for each photocopied citation. This fee must be paid before the copies would be sent. The Interlibrary Loan service tries to locate the material at the lowest fee to the requestor.

Notification of Material Arrival

A telephone call or an e-mail message will notify the requestor when the material arrives at the Main IWV campus. The material will then be sent to the nearest College Center for pick-up.

Loan Period

The loan period for books is determined by the lending library and is usually two to three weeks. A renewal should be requested only when absolutely necessary. A renewal request by telephone or in person must be made four days in advance of the due date.

Restrictions on Loans

The white book band attached to the front cover must remain on the books. Lending libraries determine any conditions regarding the use of their materials. Limitations by the lending library such as "No Renewal" and "In Library Use Only" must be honored.

Returning Materials

All books borrowed through Interlibrary Loan must be returned to the Library desk or to the distant College Center by distance learners. If the IWV Library is closed, the book may be returned by using the outside book drop located outside of the LRC building or at the main entrance across the east bridge. Late return of materials jeopardizes the ability of the Library to borrow from other libraries in the future and may result in fines.

[\[Link to Book Request Form\]](#) | [\[Link to Journal Request Form\]](#)

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Borrower Activity Overview Report -- Institution

Reporting Period

June 2012 - January 2011

Institution

CERRO COSO COMMUN COL LRNG RES CTR

Symbol

ZFC

Month	Jun-12	May-12	Apr-12	Mar-12	Feb-12
Requests Initiated	2	0	7	3	1
Requests From WorldCat	2	0	7	3	1
Requests Cancelled	0	0	0	0	0
Requests Filled	2	0	7	3	1
Requests Filled - Loan	2	0	7	3	1
Requests Filled - Copy	0	0	0	0	0
Requests Unfilled	0	0	0	0	0
Average Turnaround Time For Filled Requests	11:12:00	0:00:00	7:13:41	5:16:05	8:00:00
Average Turnaround Time For Unfilled Reques	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00

Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	May-11
0	0	1	1	1	9	0	4	0
0	0	1	1	1	9	0	4	0
0	0	0	0	0	0	1	0	0
0	0	1	1	5	4	1	2	0
0	0	1	1	4	4	1	2	0
0	0	0	0	1	0	0	0	0
0	0	0	0	0	1	0	0	0
0:00:00	0:00:00	5:00:00	6:00:00	11:04:48	7:00:00	12:00:00	7:00:00	0:00:00
0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	4:00:00	0:00:00	0:00:00	0:00:00

Apr-11	Mar-11	Feb-11	Jan-11
2	1	0	0
2	1	0	0
0	0	0	0
2	1	0	2
1	1	0	2
1	0	0	0
0	0	0	0
6:00:00	4:00:00	0:00:00	19:00:00
0:00:00	0:00:00	0:00:00	0:00:00

Lender Activity Overview Report -- Institution
Reporting Period

June 2012 - January 2011

Institution
Symbol

CERRO COSO COMMUN COL LRNG RES CTR
ZFC

Month	Jun-12	May-12	Apr-12	Mar-12	Feb-12
Requests Received	8	21	6	13	31
Requests From WorldCat	8	21	6	13	31
Requests Cancelled	0	0	0	0	3
Requests Filled	0	3	2	2	2
Requests Filled - Loan	0	3	2	2	2
Requests Filled - Copy	0	0	0	0	0
Requests Unfilled	9	17	4	11	33
Average Turnaround Time For Filled Requests (dd:hh:mi)	0:00:00	1:00:00	3:12:00	2:00:00	2:00:00
Average Turnaround Time For Unfilled Requests (dd:hh:mi)	2:07:55	1:08:24	1:12:00	1:10:48	2:05:02

Jan-12	Dec-11	Nov-11	Oct-11	Sep-11	Aug-11	Jul-11	Jun-11	May-11
31	20	20	16	25	21	6	4	3
31	20	20	16	25	21	6	4	3
1	0	0	1	0	3	0	0	0
0	0	1	0	1	2	0	0	0
0	0	1	0	1	2	0	0	0
0	0	0	0	0	0	0	0	0
28	19	19	16	24	19	6	4	3
0:00:00	0:00:00	1:00:00	0:00:00	5:00:00	0:00:00	0:00:00	0:00:00	0:00:00
1:16:19	3:01:12	0:20:10	1:06:00	1:03:07	1:00:00	0:19:55	1:00:00	0:00:00

Apr-11	Mar-11	Feb-11	Jan-11
3	5	3	5
3	5	3	5
0	1	0	0
1	2	1	2
1	2	1	2
0	0	0	0
2	3	2	5
0:00:00	0:12:00	0:00:00	3:12:00
0:00:00	0:00:00	0:12:00	1:14:24

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