The following Web pages are all forms that I scripted for the Library.

Ask a Librarian

Find It
Vikat
Articles
Databases
Full Text
Subject Guides
Government Info

Get It
Borrowing
Reserves
Request Forms
Interlibrary Loan

Learn It
FAQs
Instruction
Classes and Tours
Course pages

About the Library
Hours
Location
Floor Maps
Staff
Directory/Contacts

Other Libraries
PORTALS
Area Libraries
Journals in Oregon
Worldcat
ORBIS

Request Forms

Many of the libraries services are available online. Below is a list of online service forms.

Address Change Form
Let us know you've moved.

Interlibrary Loan
Book request form
Article/conference paper request form
Interlibrary loan material renewal request

Reserves
Placing Materials on Reserve

Storage
Storage Retrieval Form

Library Instruction Request Form for PSU Faculty
Request form

Distance Education Students
Book Request
Article Request

Services

Services for

- Faculty
- Students
- Distance Ed
- Visitors

Off Campus Access

PSU Home

Send comments to:
Web Editor

Last revised:
Wednesday,
13-Jun-2001
17:08:48 PDT
02241 hits since
January 7, 2001

Address Change Form

Have You Moved?
Or maybe changed your phone number? The Library wants to know! Please help us update our files by completing the form below. Be sure to fill in all the fields.

Library Card # :

Name :

Address :

City : State :

Zip Code :

Phone :

E-Mail :

SUBMIT CLEAR

Return to top

PORTLAND STATE UNIVERSITY

Send comments to:
Web Editor

Last updated:
Tuesday, 20-Feb-2001 11:27:12 PST
00280 hits since January 7, 2001

Requesting Books, Thesis, Government Documents & Other Loans from PSU Interlibrary Loan Service

Portland State University Library Interlibrary Loan service is available to current PSU students, staff and faculty at Portland State University.

Complete information will give us a better chance of filling your request in a timely manner. Incomplete citations can be verified with the assistance of the Subject Librarians. We notify you the same day we receive the item.

Highlighted fields require data.

☐ **Yes,** checked the PSU library catalog, it is not located at PSU.

Last name, First

PSU Library ID# 4011000-

Current PSU Status

Address

City **State**

Zip Code

Phone **Fax**

E-Mail

What can we obtain for you?

Book Title

Author(s) **Edition**

Publication Year

Publisher & Location

Series (if known)

Standard Number (ISBN or WorldCat#)

I will not need this book after this date

Other Comments

SUBMIT REQUEST NOW | Clear Form

Questions?
Contact us at
Interlibrary Loan

Interlibrary Loan
ILL@pdx.edu
Tel: (503) 725-3879

Portland State University Library
P.O.Box 1151
Portland, Oregon 97207

Return to ILL Home Page

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HOME

PORTLAND STATE UNIVERSITY

Send comments to:
Cyril Oberlander

Last updated:
Tuesday, 20-Feb-2001 11:27:13 PST
03133 hits since January 7, 2001

Requesting Articles from Journals, Conferences, Newspapers

Portland State University Library Interlibrary Loan service is available to current PSU students, staff and faculty at Portland State University.

Complete information will give us a better chance of filling your request in a timely manner. Incomplete citations can be verified with the assistance of the Subject Librarians.
We notify you the same day we receive the item.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order involves violation of copyright law.

Highlighted fields require data.

☐ **I have read and agree to comply with these restrictions.**

☐ **Yes,** I have checked the PSU library catalog, and it is not located at PSU.
(One might find one's article in a Full-text database.)

Last name, First

PSU Library ID# 4011000-

Current PSU Status

Address

City **State**

Zip Code

Phone **Fax**

E-Mail

What can we obtain for you?

Journal or Conference Title

Volume & (Issue) **Date** **Pages**

Standard Number: (ISSN or WorldCat AN#) **Source of Citation**

Article Author (s)

Article Title

I will not need this article after this date

Other Comments

SUBMIT REQUEST NOW Clear Form

Questions? Contact us at Interlibrary Loan

Interlibrary Loan
ILL@pdx.edu
Tel: (503) 725-3879

Portland State University Library
P.O.Box 1151
Portland, Oregon 97207

Return to ILL Home Page

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HOME

PORTLAND STATE UNIVERSITY

Send comments to:
Cyril Oberlander

Last updated:
Tuesday, 20-Feb-2001 11:27:13 PST
04120 hits since January 7, 2001

Interlibrary Loan Renewal Request

- The process is simple: Tell us who you are and which books you want renewed.
- We notify the lender and ask them if they permit a renewal.
- If they say yes, usually in 2 days, we notify you and renew your book.
- If they say no, we notify you too.

Before submitting your renewal request, please check the book strap to see if we checked off "No Renewal" - that means the lender has already told us no renewal will be permitted.

Complete information will give us a better chance of filling your request in a timely manner. We notify you the same day we are notified by the lender if the item is renewed or not.

Interlibrary Loan does charge fines for overdues: $0.25 / day. Please return all items when they are due; we want to keep borrowing from those libraries.

Highlighted fields require data.

Last name, First

PSU Library ID# 4011000-

Phone

E-Mail

What would you like renewed?

ILL #'s (On Book Strap) or Titles

Other Comments

SUBMIT REQUEST NOW | Clear Form

Questions? Contact us at **Interlibrary Loan** Portland State University Library

Interlibrary Loan

ILL@pdx.edu
Tel: (503) 725-3879

P.O.Box 1151
Portland, Oregon 97207

Return to ILL Home Page

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HOME

PORTLAND STATE UNIVERSITY

Send comments to:
Cyril Oberlander

Last updated:
Tuesday, 20-Feb-2001 11:27:13 PST
00311 hits since January 7, 2001

Reserve Request Form

Ask a Librarian

Find It
Vikat
Articles
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Full Text
Subject Guides
Government Info

Get It
Borrowing
Reserves
Request Forms
Interlibrary Loan

Learn It
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About the Library
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PORTALS
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Worldcat
ORBIS

Services
Services for
Faculty
Students
Distance Ed
Visitors
Off Campus Access

PSU Home

Note: Reserve lists should be turned in at least two weeks before start of the new quarter to allow time for processing.

Libray Reserve Books for: Fall
Year: 2001

Instructor's Name:
Course Number:
Course Name:

Expected Number of Students:
Telephone:
E-Mail Address:

How many items will you be putting on reserve: 1

Continue Clear Form

Send comments to:
Allen Nguyen

Last revised:
Friday, 18-May-2001
17:24:23 PDT
00463 hits since January 7, 2001

Portland State University Library
Reserve Request Form For Fall 2001

Your name: Somebody
Course number (not CRN): 101
Course name: Something
Expected number of students: 10
Phone: 5-5879
Email: bvah@pdx.edu

Reserve Items: (All fields require data) Check online catalogue (VIKAT) A new

books/journals

1. Call Number:
Author:
Title/journal article:
Title of journal:
Volume (issue): **Date:** **Pages:**

Loan Period: 1 hr 2 hrs Overnight 24 hrs 48 hrs 3 days 7 days

Comments:

2. Call Number:
Author:
Title/journal article:
Title of journal:
Volume (issue): **Date:** **Pages:**

Loan Period: ◉ 1 hr ○ 2 hrs ○ Overnight ○ 24 hrs ○ 48 hrs ○ 3 days ○ 7 days

Comments:

3. Call Number:
Author:
Title/journal article:
Title of journal:
Volume (issue): **Date:** **Pages:**

Loan Period: ◉ 1 hr ○ 2 hrs ○ Overnight ○ 24 hrs ○ 48 hrs ○ 3 days ○ 7 days

Comments:

Submit Request | Clear Form

Storage Retrieval Request Form

The Millar Library stores approximately 300,000 items in an off-site facility. They include:

- Many older journal holdings
- Government Documents
- The Middle East Collection
- Archival copies of Master's Thesis and Doctoral Dissertations
- Oregon Health Science University monographs and journals

Have you --

☐ **checked the online catalog (Vikat)**
☐ **had a staff member look in storage database**

to make sure your item is in storage?

Your Name:

Book / Journal / PSU Thesis Title:

PSU Thesis Author

Call Number:

Journal Volumes and/or Issues:

Journal Years and/or Months:

Page Numbers:

The item(s) will be held for you in the music room (on the 1st floor of the Millar Library) for seven days.

Any special instructions (include phone number or email if you need us to contact you):

Send Request

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HOME

Page developed and maintained by:
Tim Held
Send comments to:
Tim Held

Last updated:
Monday, 16-Jul-2001 10:47:17 PDT
00661 hits since June 13, 2001

LIBRARY INSTRUCTION REQUEST FORM

Classes are held in Room 160 in the library. If you are a PSU faculty member and wish to schedule library instruction for your class, please fill out the request form below and submit it to us. The instruction librarian will contact you either by phone or email, or will refer your request to a subject librarian. Please request your session well in advance (two or more weeks) to enable us to meet your curriculum needs. We will strive to accommodate your chosen dates, but cannot guarantee those choices can be met. A library class lasts at least 50 minutes; longer sessions are preferable because they allow more time for hands-on instruction. Library instruction consists of the training to do research for a particular assignment or for a discipline in general. This may include a demonstration of our online catalog, periodical indexes (online, print, or cd-rom), appropriate reference materials,and, if needed, a tour of the reference area for the subject area. Please fill out the form below.

Name:

Phone:

Email:

Department:

Course or cluster:

No. of Students:

1st date choice:

Time:

2nd Date choice:

Time:

Please describe any specific assignments you would like the class to address and discuss your teaching goals for the library session. If possible, please send a copy of the

assignment addressed to Sharon Elteto, LIBW or eltetos@pdx.edu

What would you like covered? (You may want to mention specific databases such as ABI INFORM, BIOSIS, CINAHL, ERIC, Historical Abstracts, MLA, PsycInfo, etc.)

Additional Comments or Questions:

Please click here to submit your request:

Submit Reset

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Page developed and maintained by:
Sharon Elteto

Last updated:
Tuesday, 20-Feb-2001 11:27:14 PST
00331 hits since January 7, 2001

Book Delivery Service

Portland State University Library offers a book delivery service exclusively to its students currently enrolled in distance learning programs. (These are students who live in communities more than 10 miles from Portland and do not attend classes on campus.) If this is your situation, you may request a book here online, or, you may print and mail this form to the address given at the bottom of the page.

☐ **Yes,** I am enrolled in a PSU distance learning program.

☐ **Yes**, I am enrolled in the Master of Social Work (MSW) program.

Instuctor / Class #

PSU ID # (SSN)

Name

Address

City **State**

Zip Code

Phone **Fax**

E-Mail

Book Title

Author(s) **Edition**

Year **Publisher**

Series (if known)

If available at the PSU Library, what is the Call Number?

I will not need this book after this date

Other Comments

○ First Class Mail ○ Courier Service

Select Method of Shipment ◯ Priority Mail ◯ UPS

(Books should be returned by the same method as they are shipped)

SUBMIT REQUEST NOW | Clear Form

Contact your Extended Services Librarian

Evie Crowell
crowelle@pdx.edu
fax: (503) 725-4524

Portland State University Library
P.O.Box 1151
Portland, Oregon 97207

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PORTLAND STATE UNIVERSITY

Send comments to:
Evie Crowell

Last updated:
Tuesday, 20-Feb-2001 11:27:12 PST
00361 hits since January 7, 2001

Article Delivery Service

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order involves violation of copyright law.

☐ **I have read and agree with the above statements.**

☐ **Yes,** I am enrolled in a PSU distance learning program.

☐ **Yes**, I am enrolled in the Master of Social Work (MSW) program.

Instuctor / Class #

PSU ID # (SSN)

Name

Address

City **State**

Zip Code

Phone **Fax**

E-Mail

Journal Title

Volume & (Issue) **Date** **Pages**

Journal ISSN # **Source of Citation**

If known, unique identification # for citation

Article Author(s)

Article Title

I will not need this article after this date

Other Comments (every little bit helps)

If available at the PSU Library, what is the Call Number?

Select Method of Shipment

- First Class Mail
- Courier Service
- Priority Mail
- Fax

(If fax is selected, please insure that a fax number is given above)

SUBMIT REQUEST NOW | Clear Form

Contact your Extended Services Librarian

Evie Crowell
crowelle@pdx.edu
fax: (503) 725-4524

Portland State University Library
P.O.Box 1151
Portland, Oregon 97207

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PSU Library Staff Intranet

Current Projects

Public Services Reorganization & Library Research Center Project

III Migration

What's Where? Moving Updates

What's Happening?

Libstaff archive
Libfaculty archive
Meeting Maker
Online

!!If you would like to post information on the staff web site, contact your local **webbie**.

Reference • Cross Training • Reference Collection • Electronic Reference • Graduate Student Services	**Public Access Services** • Circulation • Interlibrary Loan • Reserves • Music Room • Stacks Maintenance • Security and Safety	**Web Teams** • Intranet • Webbies • Web Masters
Serials	**Information Resources Management**	**Instruction**
Acquisitions	**Cataloging**	**Government Publications**
Administration • PPT Materials • Larry's Library Statistics Guide	**Preservation Unit**	**Systems**

Staff Development

Training Employment/Job Descriptions

Last updated: 04/18/01

Please send comments to:
Sarah Beasley or Art Hendricks