Interlibrary Loan Policy

If the Bishop Payne Library does not own a book or journal that is needed for your research, the library can try to borrow it from another library. The library provides this service for Virginia Theological Seminary faculty, adjunct faculty, students, and Doctor of Ministry students while on campus or in the local area. All others should contact their local library’s Interlibrary Loan Office.

Interlibrary loans take anywhere from one to two weeks to fill. It is often faster for eligible patrons to borrow directly from the following local libraries. Please download the corresponding form and fax it to the number on the form.

- **Washington Theological Consortium Libraries (Wesley Theological Seminary, Howard University School of Divinity, The Catholic University of America, Dominican House of Studies, Lutheran Theological Seminary, and the Washington Theological Union)** – need current validated VTS student or faculty ID

- **Alexandria, Arlington, and Fairfax County Public Libraries** – need proof of Northern VA address

- **Northern Virginia Community College** – need proof of Northern VA address

- **Marymount University** – need borrower’s card from Northern VA public library
Interlibrary Loan Request Form for Books

Today’s Date ________________ Needed by ________________ Campus Box ________________

Name ___________________________________________ Phone No. ____________________________

Email address___________________________________ Faculty ________ Student ________ Staff ________

Title of Book_____________________________________________________________________________

Author(s) or editor(s) _______________________________________________________________________

Specific place, publisher, date________________________________________________________________

Where did you find this information? _______________________________________________________

Please attach a photocopy of the source of the citation, if possible.

Additional comments _______________________________________________________________________

Please return this request to the Public Services Librarian, Bishop Payne Library, Virginia Theological Seminary, 3737 Seminary Road, Alexandria, VA 22304 or via email at kmadigan@vts.edu
Interlibrary Loan Request Form for Articles

Today’s Date ___________________ Needed by ___________________ Campus Box ____________________

Name _____________________________________________________ Phone No. ________________________

Email address__________________________________________Faculty _____ Student _____ Staff ______

Title of Journal________________________________________________________________________________

Volume, Issue No., Date, & pages __________________________________________________________________________

Author(s) of article____________________________________________________________________________

Title of article___________________________________________________________________________________

Where did you find this information?______________________________________________________________

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