

A sample letter from your university/public library:

(Letterhead)

Date:

To the Harvard Library Privileges Office:

Please grant access to Harvard Library collections to the bearer of this letter. I have verified that the item(s) requested by this patron is not in our collection, nor is it available through our interlibrary loan service; however, according to the Harvard Library online catalog, a copy is available at the following Harvard library:

Owning Harvard library (e.g., Widener): _____

Patron name: _____

If there are any questions, please feel free to contact me.

Sincerely,

(signature)

Name:

Title:

Email:

Phone: