

Interlibrary Loan Request Form

Patron Name:

Patron Telephone Number:

Title and Author of requested item:

Name of Library where you would like to pick up your item:

Date of request:

By filling out this ILL request form, you agree to the following conditions:

- Our staff will do our best to fill your request. However, the ability to get your item is not guaranteed. You must provide the correct author and title, as well as the correct spellings of each.
- Each patron is allowed a maximum of two interlibrary loan items at one time.
- Once the item is received, you will have three (3) working days to pick your item up at the library. If you do not pick the item up in that amount of time, it will be sent back to the lending library.
- Check out time for an interlibrary loan item is up to two weeks. The total amount of time you are able to have the item checked out is determined by the lending library.
- Renewals must be requested four (4) working days before the item's due date. The lending library will determine if a renewal can be issued.
- Items must be returned in the same condition in which they were borrowed.
- All fines and late charges are applicable for all items, including replacement costs if the item is not returned.
- Any patron who is late three (3) times with an interlibrary loan item will no longer be able to use the program.