



Interlibrary Loan Request Form

Author _____

Title _____

ISBN# _____ Publisher _____

Year of Pub. _____ Edition _____ Vol. # _____

Patron name _____

Address _____

Library card # _____ **Phone #** _____

Date requested _____ Date filled _____

Information in **bold** must be completed for your request to be processed. In accordance with the National Interlibrary Loan Code for the United States, our library will only process requests for County residents; all others need to use the library in their home jurisdiction to place their requests. In addition to the \$4.00 processing fee which covers routine return postage, I agree to pay all postal costs passed on by the lending library, not to exceed \$5. I understand that Interlibrary loans are not renewable, have a 50 cents per day overdue fine. Lost ILL materials have a \$50 minimum replacement cost. There is a limit of 5 interlibrary loan requests per patron, per month.

Signature: _____

\$4 fee collected by _____ at _____

THIS FORM MUST BE SUBMITTED IN PERSON WITH ACCOMPANYING PAYMENT