



Interlibrary Loan Form



It may take up to 3 weeks to receive your request. We will do our best to locate your request, but please note that other libraries reserve the right not to loan their materials.

▶ Title: _____

Non Fiction Book Fiction Book Periodical / vol. _____ Date: _____ Other: _____ Item not needed after: _____

▶ Author: _____ Subject: _____

▶ Your Name: _____

▶ Phone #: _____

▶ E-Mail: _____ Do you prefer to be notified by E-Mail?

Fees: Some lending libraries may charge a fee for your request. Are you willing to pay a fee? No, Yes - up to the amount of \$ _____
IF YOU DO NOT PICK UP YOUR INTERLIBRARY LOAN. THERE WILL BE A \$5.00 PROCESSING FEE IF THE INTERLIBRARY LOAN IS RETURNED LATE. WE WILL CHARGE A \$5.00 LATE FEE IF THE INTERLIBRARY LOAN IS RETURNED LATE.
TO AVOID CHARGES PLEASE PAY ATTENTION TO DUE DATES, AND PICK UP AND RETURN MATERIALS ON TIME!

For office use only!

EOIN# _____ Filled by: _____ on: _____ Patron due date: _____ Due at other Library: _____
Date Received: _____ Date Returned: _____ Not sent because: In use Not owned Non-circulating
Renewals Permitted: Yes No New date due: _____ Phone Number: _____



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