

# Interlibrary Loan Form

**THERE WILL BE A \$5.00 PROCESSING FEE IF YOU DO NOT PICK UP YOUR INTERLIBRARY LOAN.**  
**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!**

▶ **Title:** \_\_\_\_\_

Non fiction Book    Fiction Book    Periodical / vol. \_\_\_\_\_ date \_\_\_\_\_  
 Other: \_\_\_\_\_

▶ **Author:** \_\_\_\_\_

▶ **Subject** (if title unknown): \_\_\_\_\_

**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 \$ \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ (home)  
\_\_\_\_\_ (work) **E-mail:** \_\_\_\_\_

Do you prefer to be notified by E-Mail?   *Item not needed after* \_\_\_\_\_

*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.*

## 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 \_\_\_\_\_

# Interlibrary Loan Form

**THERE WILL BE A \$5.00 PROCESSING FEE IF YOU DO NOT PICK UP YOUR INTERLIBRARY LOAN.**  
**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!**

▶ **Title:** \_\_\_\_\_

Non fiction Book    Fiction Book    Periodical / vol. \_\_\_\_\_ date \_\_\_\_\_  
 Other: \_\_\_\_\_

▶ **Author:** \_\_\_\_\_

▶ **Subject** (if title unknown): \_\_\_\_\_

**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 \$ \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ (home)  
\_\_\_\_\_ (work) **E-mail:** \_\_\_\_\_

Do you prefer to be notified by E-Mail?   *Item not needed after* \_\_\_\_\_

*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.*

## 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 \_\_\_\_\_