

# Interlibrary Loan Request Form

Interlibrary Loan (ILL) is a service we provide to patrons in good standing. ILL items are borrowed from other libraries and follow the lending libraries due dates and policies. It usually takes 1-3 weeks to receive an ILL item, and the checkout time is usually 2-4 weeks. You will be notified by phone or email when your item arrives. Patrons requesting an ILL item are responsible for paying return shipping for the item which is due at the time the item is picked up. If you need to renew an ILL item, you must contact the library *at least 3 days before* the item is due. Some lending libraries will not renew ILL items. Patrons requesting ILL materials are responsible for any damaged, late or lost items.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Book Title: \_\_\_\_\_

Book Author(s): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

*If known, enter the ISBN, publisher, and publication date in the box below to ensure accuracy.*

Comments:     
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I have read, understand, and agree to abide by the Interlibrary Loan Policy as stated on the back of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_