

Interlibrary Loan Request



Disclaimer

Patron understands that if they do not specify which format, edition or year for the item requested, then they forfeit the right to refuse the material(s) secured via the ILL member library. Patron also understands that if they do not specify which method of shipment they prefer, then they will be responsible for any postage, shipping, and other costs and/or fee charged by lending library. The charge will be the responsibility of the Patron whether the material(s) are picked up or not. Patron is responsible for full costs of materials lost or damaged.

If they need to cancel the ILL request, they must do so within 48 hours (2 days) from the date they made the request or before it has shipped. If not, they will still be assessed the ILL charge, if there is one, as the item will have been processed and mailed must then be receipt processed and returned unused. **All ILL items must be returned to the Periodicals Desk only for receipt and countersignature. Do not leave ILLS at the Book Drop or Front Desk.**

By checking this box, patron agrees that they have read our Disclaimer and agree with our terms for ILL Requests and Lends

Patron Information (Your information)

Date:	Home #:
Patron Name:	Cell #:
Library Card #	Email:

Material Information

Material Title:	
Author:	Shipping Method: COURIER / POSTAL
ISBN/OCLC:	Year:
Publisher:	Edition:
Format Preference: (Circle one or more)	Hardcover Paperback Large Print Audiobook Unabridged Abridged CD DVD Blu-Ray No Preference Other _____

Internal Use Only (For Staff)

Patron Notifications/Renewal Requests			Circulation Information	
Date	Contact Type	Staff	Circ Staff Initials:	
			Receipt #	
			Register #	
			Cost:	
Date Received:		Date Due Lender:		Date Due HPL:
Barcode #30900800000 ____			ILL#:	
Picked Up:			Staff:	Date:
Returned:			Staff:	Date: