

# Interlibrary Loan Request Form

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

Patron Last Name: \_\_\_\_\_

Patron First Name: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

Postage costs for all Interlibrary loan items will be \$0.25 per item.  
Patrons may only order up to a maximum of 4 items at one time.  
Please return Interlibrary Loan items to the Circulation Desk.

**DO NOT RETURN INTERLIBRARY LOAN ITEMS IN THE DROP BOX**

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

Author: \_\_\_\_\_

Type of material:      Fiction                  Non-fiction                  Audio                  DVD                  (Circle One)

It is the patron's responsibility to check with Library Staff as to the status of his/her Interlibrary loan request  
When the library receives the requested item, staff will notify the patron by telephone or email.  
We will hold an item for 5 (five) business days. If the patron does not pick up the item within this period,  
the items will be returned to the lending library. The patron is responsible for all Interlibrary loan items checked out.

**OFFICE USE ONLY**

ILL #: \_\_\_\_\_

Received: \_\_\_\_\_

Returned: \_\_\_\_\_

Overdue Notice Sent: \_\_\_\_\_

Invoice sent: \_\_\_\_\_