

INTERLIBRARY LOAN REQUEST FORM

IMPORTANT: Interlibrary loan service is free, however, the cost of return postage, special borrowing fees, and insurance are the patron's responsibility. **The cost will be charged to the borrower, even if the items are not picked up. Interlibrary loan items accrue an overdue charge of .50 per day.**

I agree to pay return postage and insurance costs **at checkout.** _____
(patron's initials)

DATE OF REQUEST _____

TITLE: _____

AUTHOR: _____

FORMAT: _____

ISBN: _____

Maximum return postage and insurance patron will pay (if more than \$5.00) _____

Date item is needed: _____ Specific edition: _____

PATRON INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

LIBRARY CARD NUMBER: _____

I agree to accept all responsibility for all items borrowed, including replacement if necessary.

SIGNATURE: _____ DATE: _____

FOR STAFF USE ONLY:

Staff Name: _____

Comments: _____