

INTERLIBRARY LOAN REQUEST FORM

Inter-library loan service is free, however, special borrowing fees, or insurance are the borrower's responsibility. **Costs 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. There will be a minimum \$50.00 replacement fee for any lost or damaged items.

_____ (patron's initials)

DATE OF REQUEST _____

TITLE: _____

AUTHOR: _____

FORMAT: _____

ISBN: _____

Maximum insurance, or special borrowing fees patron will pay _____

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:** _____

Staff Name: _____

Comments or additional information _____