

**Interlibrary Loan Request Form (10-22)****Author** _____**Title** _____

ISBN# _____ Publisher _____

Year of Pub. _____ Edition _____ Vol. # _____

Patron name _____**Address** _____**Library card #** _____ **Phone #** _____

Date requested _____ Date filled _____

Information in **bold** must be completed for your request to be processed. In accordance with the National Interlibrary Loan Code for the United States, our library will only process requests for County residents; all others need to use the library in their home jurisdiction to place their requests. In addition to the \$4.00 processing fee which covers routine return postage, I agree to pay all postal costs passed on by the lending library, not to exceed \$5. If we are unable to obtain the requested item without an additional lending fee, the requestor will be contacted for approval and payment of that fee before we proceed with the loan request. I understand that Interlibrary loans are not renewable and have overdue fines set by the lending library. Lost ILL materials have a \$50 minimum replacement cost, final cost is set by the lending library. There is a limit of 5 interlibrary loan requests per patron, per month.

Signature: _____

\$4 fee collected by _____ at _____

THIS FORM MUST BE SUBMITTED IN PERSON WITH ACCOMPANYING PAYMENT