

Inter Library Loan (ILL) Request Form

Patron's Name: _____ Date: _____

Phone: _____ Address: _____

Author: _____

Title: _____

Publisher: _____ Date: _____ ISBN#: _____

Interlibrary Loan Requirements:

There is a limit of 12 ILL requests per year per person (this does not mean, however, that other patrons can make uncharged requests for you). After the limit is reached, patrons can make further ILL requests, but there will be a \$1.50 per request fee applied to cover shipping. The fee must be paid with the submitted request. IF your paid request is unlended, a refund will be issued. Fines are incurred for overdue ILL items at the rate of \$.10 per day per item. This is 2X Portales Public Library's standard late fee. IF a request is made for a patron & the patron refuses to pick up the requested item upon its arrival, a fee of \$.50 will be applied to the patron's library card.

OFFICE USE ONLY

ILL # _____ Canceled In-library use only No renewal

Date requested _____ Date received _____

Date due _____ Date returned _____