

INTERLIBRARY LOAN REQUEST FORM 11/15

An INTERLIBRARY LOAN (ILL) is when we ask a consortium of other libraries around the state and country if they will loan us the book for you. We have no control over who will lend the book, when the book will arrive, or how long they will lend the item--or even if anyone will lend it. But we will do our best to try to get it for you.

If you have any special requirements, you must state them before we request the book (type of book, length of loan, when needed, etc.etc.). You may have 3 requests out at a time, but if you need to read a series of books in order, DO NOT request more than ONE at a time—we have no control over who sends which books and when, so you can easily get the third book before you get the first book you wanted to read. Items must be AT LEAST A YEAR OLD; sorry, most places won't lend DVDs or CDs any more.

ILLs take a good deal of resources (research time, postage costs, etc.) so PLEASE be sure you want the item. We will happily try to get it for you, but once the request is submitted into the system & picked up by another library, we can't retract it—don't change your mind a day or so later and say you don't want that. Even if you don't, at least check it out for a day!

While we can make exceptions for our own books, we must respect the due dates of ILLs in order to keep goodwill among the lending libraries. If you need more time and there is no NR (No Renewals) by the date on your ILL book label, you can ask a few days before the due date and we can try to get a renewal from the lending library for you.

If your account is locked for any reason (very overdue items, expiration, owe a lot, etc.) we can't do a request until the problem is cleared up.

For: *info required for system request*

***Phone number:**

***Card Number:**

***Name:**

Material Requested:

***Title:**

***Author:**

***Format:**

_____ book—whatever you can get
_____ book—this edition ONLY
_____ Large Type ONLY
_____ Large Type Preferred
_____ Other _____

***Other Info:**