

INTERLIBRARY LOAN REQUEST FORM

Title Requested: _____

Author (when known) _____

Subject Request: _____

Periodical title: _____ Date: _____ Pages: _____

Article title: _____

What is your deadline? _____

(Inform patron that books can generally be received within 8-10 days, but not always)

Librarian Taking Request: _____

In person: _____

By phone: _____

Rules for borrowing:

- No more than 3 items may be borrowed at a time
- Only rarely will libraries renew Interlibrary Loaned material
- Only books and other print materials may be requested
- You must have a library card from this library system before borrowing
- Books from within Kentucky are shipped free, but books that come from libraries outside Kentucky have a \$3 per item charge.
- Items below must be checked and signed before item can be ordered.

For customer to complete:

Please check one of the following:

- I wish to borrow books from outside Kentucky when those are the only sources, understanding that there is a \$3 per item mailing fee? _____
- I only wish to borrow books from within Kentucky. Please cancel my request if it cannot be filled in-state. _____

I agree to comply by these rules and will return any items in a timely manner.

Date Signed: _____ Customer Name (please print): _____

Customer Signature: _____

Telephone Number: _____