

FLORENCE-LAUDERDALE PUBLIC LIBRARY INTERLIBRARY LOAN REQUEST

Please fill out the form as fully as possible. Items with an asterisk () are required before the request can be processed. Use a separate form for each item requested. Read the full ILL policy on the back of this form.*

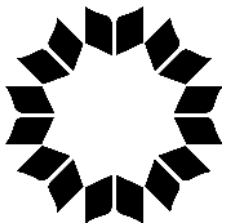
TO BE FILLED OUT BY PATRON

Date*	Your name (as it appears on your library card)*		
Phone number*		Library card number (on the back of your card)*	
Title of item requested*			
Author of item requested (if known)*			
Library where item is located (if known)			Call number of item (if known)
Other information known (publisher, publication date, etc.)			

Please note that the library cannot guarantee receipt of a book by a particular date.

LIBRARY USE ONLY

Staff initials	Book barcode number		
Book location		Call number	
ISBN or OCLC number (if not in LMN)			
Notes			



FLORENCE-LAUDERDALE PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

Please fill out the form on the other side of this page to request an item via Interlibrary Loan (ILL).

If the Florence-Lauderdale Public Library does not own a book you want, we can try to borrow it for you from another library via Interlibrary Loan (ILL). Anyone with a library card in good standing (no overdues, no fines) may request an ILL. Requests should be made at the Reference Desk on the 2nd floor of the library.

ILL cost

There is a fee of \$5.00 on each item requested to cover postage and processing fees. If a lending library charges extra fees, you will be notified before the ILL is completed.

Item limit

You may request up to three (3) items at one time.

Required information

You will need to provide the title and author of the item you are requesting, plus any additional information (publisher, date, etc.) that you may have available.

Types of items not eligible for ILL

As a general rule, libraries will *not* lend audio-visual materials, microfilm, study manuals, auto repair manuals, rare books, items from their special collections, or genealogical materials.

Wait period and notifications

Since materials are coming from other libraries, an arrival date *cannot* be guaranteed. Allow at least two weeks for the arrival of materials. We will notify you by phone as soon as your requested items arrive, or if your loan request is rejected by a lending library.

Picking up and returning your ILL items

Requested items are picked up and returned at the Reference Desk on the 2nd floor. *Improperly returned materials will result in a \$1.00 fine per item.*

Loan periods for ILLs

Loan periods are set by the lending libraries and are out of the Florence-Lauderdale Public Library's control. Since these materials are the property of another library, *it is essential that materials be returned on time*. Failure to do so may result in the loss of a patron's ILL privileges. A fine of 50¢ per day is charged for any overdue items.

Damaged items

The lending library will determine the replacement cost of any lost or damaged material.