

INTERLIBRARY LOAN REQUEST FORM

Pickup Library: **BD**___ **BI**___ **FO**___ **MO**___ **MV**___ **SV**___ **HB**___

Date of Request: _____ Staff member taking request _____

PATRON: Please read the back, sign and fill out the following.

Please print your name _____

Home phone (____) _____ Work phone (____) _____

Address _____

Library Card Number: 2317900 _____

FOR BOOKS

Title of book (exact) _____

Author _____

Date of publication/ISBN (only if specific edition required) _____

FOR PERIODICALS (exact title, do not abbreviate)

Author _____

Article Title _____

Journal, Magazine, Newspaper Title _____

Volume _____ Number _____ Date _____ (required) Pages _____

MICROFILM

Title _____

Date _____ Reel Number _____

Maximum cost you are willing to pay for photocopied information _____

INTERLIBRARY LOAN GUIDELINES

1. Patrons requesting interlibrary loan (ILL) services must have a current, valid Bedford Public Library System card, and be in good standing. If you have a new card you are restricted to requesting one book the first time. After that book has been returned on time, you may request additional books.
2. Patron agrees to pay cost of one way shipping, which may include insurance. Payment is due when the item is picked up.
3. Patron will be notified of other fees, if specified, imposed by the lending library in advance. Patron should specify a maximum amount they are willing to pay for an item (such as photocopied materials) in the event a fee might be charged.
4. When an ILL item arrives at the patron's system library location, the patron will be notified by phone of its arrival. The patron has ten days within which to retrieve the item, after which it will be returned to the lending library. ALL fees incurred will be posted to the patron's account.
5. The due date will be noted on the ILL band on the item. Please **DO NOT** remove this band. Late fees of \$1.00 per day per item are charged in addition to any lender's penalties. Please note that different items, even if from the same lender, may have different due dates.
6. The last date to request a renewal will also be noted on the band. Renewal requests will not be accepted after that date. When a lender has renewed an item the patron will be notified by phone. The patron should note the renewal date on the book band. Items may be renewed only once.
7. Patrons are responsible for the condition of the item and may be issued a fine for damage to or replacement of an item. Patrons **must** return ILL items to the Library Services desk at the library where the request was made and the book was picked-up, and not put them in the drop box.
8. The following will result in loss of ILL privileges:
 - a. Failure to pick up a requested item.
 - b. Returning an item more than a week late.
 - c. Loss or damage to an item.
 - d. Failure to pay lender, shipping, overdue, or damage/loss fees.
9. The Bedford Public Library System cannot guarantee that materials will be available, arrive by a given date, not that the patron will be able to access those materials outside the library. Rare books, genealogical materials are often not available for interlibrary loan.

I have read and understood the above and authorize the Library to request the ILL item specified on the other side of this form.

Signature of Patron _____