

Azle Memorial Library
Interlibrary Loan Request Form

The fee for placing an Interlibrary Loan request is \$3.00 to help cover the cost of shipping. The fee is due when the requested material arrives and cannot be waived. If an item arrives and is not picked up, the fee will be charged to your patron account. You may place up to 3 Interlibrary Loan requests at a time.

Date: _____ **Library Card #:** _____

Name: _____

Daytime Phone Number and/or E-Mail: _____

Type of Material Requested (check one):

- Book CD Cassette Journal Article
 DVD VHS Other (please specify) _____

Title: _____

Author: _____

Publication Date (if known): _____ **ISBN (if known):** _____

Notes or Special Instructions: _____

There are no renewals Interlibrary Loans. A fine will be charged to your patron account for overdue/damaged/lost Interlibrary Loan items.

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FOR LIBRARY STAFF USE ONLY:

Date ILL Submitted: _____ Patron Notification 1: _____

Date ILL Received/Declined: _____ Patron Notification 2: _____

Date ILL Due: _____ Patron Notification 3: _____

Date ILL Returned: _____ Notes: _____

Date ILL Mailed: _____ _____