

LAKE BLACKSHEAR REGIONAL LIBRARY ILL REQUEST FORM

DATE _____

LIBRARY _____ STAFF MEMBER _____

NAME _____

LIBRARY CARD NUMBER _____

PHONE: HOME _____ WORK _____

WILL A SUBSTITUTE BE ACCEPTABLE? _____

DATE THE MATERIAL IS NEEDED BY _____

WHERE DID YOU LEARN OF THIS PUBLICATION? _____

INTERLIBRARY LOAN? YES _____ NO _____

IF YES, PLEASE READ AND SIGN THE REVERSE SIDE

PLEASE FILL OUT AS MUCH INFORMATION ABOUT THE
MATERIAL AS POSSIBLE:

AUTHOR _____

TITLE _____

CALL # _____

LIBRARY WHERE THE ITEM IS LOCATED _____

ITEM IS: (CHECK ONE) BOOK _____ POEM _____

PLAY _____ ESSAY _____ SHORT STORY _____

PUBLISHER _____ DATE _____

ISBN# _____ OCLC# _____

SUBJECT _____

Revised 11/01

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INTERLIBRARY LOAN POLICY

The Lake Blackshear Regional Library will attempt to borrow materials for adult patrons with the understanding that the patron will abide by the regulations of the library. Interlibrary loans are a privilege, not a right. The lending library expects, and deserves, to have the materials returned on time. If our library abuses the interlibrary loan code, a lending library could refuse to allow our library to borrow any materials. If our patrons abuse the interlibrary loan code, we reserve the right to revoke that patron's interlibrary loan privileges.

There is a charge for postage. If the lending library insures their materials, that cost will be in addition to the charge for postage. You must pay the postage if you do not cancel your request before it is ordered from the lending institution. Renewals are discouraged, but, in special cases, the library will request a renewal from the lending library. There is no guarantee that the request will be granted.

The Lake Blackshear Regional Library will not attempt to borrow any item with a current year publication date. The library will not borrow any material that was published only in paperback and is still available for purchase for less than \$5.00.

The overdue charge for interlibrary loan materials is 25¢ per day per item. No interlibrary loans will be done for a patron with outstanding library charges. Continued abuse will result in cancellation of interlibrary loan privileges for that patron. Materials should not be dropped in the outside return box; all materials should be returned to the person at the circulation desk.

I have read the above policy and understand that I must abide by these guidelines.

SIGNED: _____

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