



INTERLIBRARY LOAN REQUEST FORM

Please include as much information as possible. If you do not complete each line, it may delay the processing of this request. A separate form is required for each title requested. ONLY print books and photocopies of microfilm, journals, and magazines are available through the Interlibrary Loan service.

Title: _____

Author: _____

Publisher/Date: _____

Not needed after (give date): _____

Important: You must complete ALL of the information below.

Your Full Name: _____

Address: _____ Email: _____

City: _____ State/Zip: _____

Daytime Phone: _____ Evening Phone: _____

Library card number: _____

Please read the following disclaimer and sign below. Loan request/s will not be processed without your signature.

I agree to pay the cost of postage to mail item/s to the Nancy Guinn Memorial Library. I understand that this cost will not be determined until the Nancy Guinn Memorial Library receives the item/s.

I understand that I must have zero fines on my valid PINES card at the time of processing my request. Processing of ILL requests will not take place until any fines are paid in full.

Replacement and processing fees for lost item/s are the responsibility of the patron signed below.

Signature: _____ Date of Request: _____