



INTERLIBRARY LOAN REQUEST FORM

Please complete as much of the information as possible. If you do not complete each line, it could delay finding your book. There are often many books available with the same title. A form is required for each title requested. ONLY books and copies of microfilm, journals, and magazines are available through this service.

Title: _____

Author: _____

Publisher/Date: _____

Not needed after (give date): _____

Important: You must complete ALL information below unless given special permission to do otherwise.

Your Full Name: _____

Address: _____ Email: _____

City: _____ State/Zip: _____

Day Phone: _____ Night Phone: _____

Library card number: _____

Book Borrowers, please read this statement and sign below. Loan request/s cannot be processed without your signature.

I agree to pay the cost of postage to mail this book to the Nancy Guinn Memorial Library. I understand that this cost will not be known until the Nancy Guinn Memorial Library receives the book.

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 books are the responsibility of the patron signed below.

Signature: _____ Date of Request: _____