

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.

Name: _____ **Date:** _____

Library Card Number: _____ **Phone Number:** _____

E-Mail address: _____

Type of Material Requested (check one):

- () Book () Audiobook () Microform () Microfilm
() DVD () Journal Article () Other (please specify) _____

Title: _____

Author: _____

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

Additional Information or Instructions: _____

There are no renewals for 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:

Not Available/Declined _____ Patron Notification 1: _____

Date ILL Submitted: _____ Request ID _____ Patron Notification 2: _____

Date ILL Received: _____ Patron Notification 3: _____

Date ILL Due: _____ Patron Due Date: _____ Notes: _____

Date ILL Returned by Patron: _____

Date ILL Mailed: _____