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: __________