

INTERLIBRARY LOAN REQUEST

NOTE: In order to request an item through ILL, your account must be in good standing. In addition, from a borrower's initial application for a library card there is a waiting period of 30 days to borrow materials.

Please complete this form and hand it in at the main desk of the library. You may also fax this form to the library at 419-446-2142.

Date: _____ Contact phone #: _____

Name: _____

Address: _____

Your request may be by title, author, or subject. Please give as much detail as possible for each type.

Title: _____

Author: _____

Subject: _____

Date needed by: _____

- We will make every effort to get your item(s) by the time you need it, however, we cannot control the availability of an item nor other libraries' response time.
- Recently published items, local history, and genealogy items are generally not loaned by other libraries.
- ILL items check out for 4 weeks. Overdue items will be charged according to our library fine policy which is 10¢ per day. Some items may not be renewable. Items that do renew, do so for an additional 2 weeks.
- **Any item not picked up within 7 days from the time you are notified of its arrival will result in a processing charge of \$1.00 being added to your account.**

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LIBRARY USE ONLY:

Due: _____

Requested: _____

Title: _____

Received: _____

Borrower: _____

Library: _____

ISBN: _____

Returned: _____