



## Interlibrary Loan Request

### ILL Policy

1. One item per request slip.
2. Maximum 5 ILL requests submitted per week.
3. Requests processed in order received unless specific "required by" date is entered.
4. A fine of \$2 will be charged for any ILL item processed but not picked up, unless we have not met a stated "required by" date.

**5. Late returns of any ILL item requested after Nov. 30, 2011, will accrue the same fines as Jake Epp Library books.**

=====

Date of Request: \_\_\_\_\_

Date Required By? \_\_\_\_\_

Membership #26783 \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: (Home) \_\_\_\_\_

(Alternate) \_\_\_\_\_

E-Mail Address: PLEASE PRINT CLEARLY

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Author: \_\_\_\_\_

Subject Request (*if NOT a specific title request*):

\_\_\_\_\_

\_\_\_\_\_

Staff Initial \_\_\_\_\_



## Interlibrary Loan Request

### ILL Policy

1. One item per request slip.
2. Maximum 5 ILL requests submitted per week.
3. Requests processed in order received unless specific "required by" date is entered.
4. A fine of \$2 will be charged for any ILL item processed but not picked up, unless we have not met a stated "required by" date.

**5. Late returns of any ILL item requested after Nov. 30, 2011, will accrue the same fines as Jake Epp Library books.**

=====

Date of Request: \_\_\_\_\_

Date Required By? \_\_\_\_\_

Membership #26783 \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: (Home) \_\_\_\_\_

(Alternate) \_\_\_\_\_

E-Mail Address: PLEASE PRINT CLEARLY

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Author: \_\_\_\_\_

Subject Request (*if NOT a specific title request*):

\_\_\_\_\_

\_\_\_\_\_

Staff Initial \_\_\_\_\_