

**Interlibrary Loan Request Form**

Lake County Library System

Date: \_\_\_\_\_

**Check one:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Astor County Library     | <input type="checkbox"/> Cagan Crossings Community      | <input type="checkbox"/> Cooper Memorial Library           |
| <input type="checkbox"/> East Lake County Library | <input type="checkbox"/> Fruitland Park Library         | <input type="checkbox"/> Helen Lehmann Memorial Library    |
| <input type="checkbox"/> Leesburg Public Library  | <input type="checkbox"/> Marianne Beck Memorial Library | <input type="checkbox"/> Marion Baysinger Memorial Library |
| <input type="checkbox"/> Paisley County Library   | <input type="checkbox"/> Tavares Public Library         | <input type="checkbox"/> Umatilla Public Library           |
|   |   | <input type="checkbox"/> Lady Lake Public Library          |
|   |   | <input type="checkbox"/> Minneola Schoolhouse Library      |
|   |   | <input type="checkbox"/> W.T. Bland Public Library         |

Please **print legibly in ink** and use one form per request.

**Need item before:** \_\_\_\_\_

**OVERDUE FINES FOR INTERLIBRARY LOANS ARE \$1.00 PER DAY**

Requested by: \_\_\_\_\_

Phone request taken by: \_\_\_\_\_

I agree to pay all fines and damages incurred from the loan of materials through ILL that are charged to me or my dependents.

Complete Library Card #: \_\_\_\_\_ Local Daytime Phone #: \_\_\_\_\_

There is no guarantee that the item requested can be located. Requested books must have copyright date of a year or older. No requests can be made for books published in the current year. Videos, audios, and microfilms are RARELY loaned. Supplying Library's restrictions must be observed. Please check the database before making a request. Your library account must be in good standing before ILL is checked out.

**BOOK INFORMATION**

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

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

Date: \_\_\_\_\_ Edition: \_\_\_\_\_ This Edition Only:[Y / N] Most Current Edition:[Y / N]

Series: \_\_\_\_\_

ISBN#: \_\_\_\_\_ OCLC# \_\_\_\_\_

**PERIODICAL INFORMATION**

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

ISSN#: \_\_\_\_\_

Volume: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

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

Article Author(s): \_\_\_\_\_

**Most ILLs are free but some libraries charge to borrow or photocopy**

Maximum cost patron is willing to pay for loan or copies: \$ \_\_\_\_\_

(Place Ø if unwilling to pay for any loan, "Contact or call me" if willing to consider charge if necessary)

**I have read and agree to the terms of this request:** \_\_\_\_\_

**(your signature here please)**

**FOR OFFICE USE ONLY**

ILL#: \_\_\_\_\_ Due Date: \_\_\_\_\_ Processed: \_\_\_\_\_

From: \_\_\_\_\_ Renewal Request: \_\_\_\_\_

Shipped: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Received: \_\_\_\_\_ Returned: \_\_\_\_\_

Notes: \_\_\_\_\_

Records: \_\_\_\_\_ Holdings: \_\_\_\_\_