

Inter-library Loan Patron Acknowledgment and Agreement

Albion Public Library
(Updated February 2015)

Book Title: _____ Lending Library: _____

Date Received: _____ Date to be Returned: _____

_____ I (the patron) understand that I will notify the Albion Public Library at 402-395-2021 when the library item is returned to the “Lending Library.”

_____ I understand that I will contact the Albion Public Library within 3 days of the due date if a renewal is necessary.

_____ I understand that it is my responsibility to pay necessary postage and mail the library item back to the lending library.

_____ I understand that if the library item is not returned or is damaged in any way, I will be responsible for paying the lending library for a replacement item.

_____ I understand that my initials and signature below verify that I agree to all terms of using the Inter-library Loan procedure. Failure to follow Inter-library Loan rules can lead to me losing this privilege and/or being contacted by the City Attorney.

_____ Patron Signature _____ Date

_____ Albion Library Staff Signature _____ Date

Albion Public Library Inter-library Loan Procedure

Thank you for using Inter-library Loan! When you are finished with your loaned item, please:

1. Do not return the item to the Albion Public Library.
2. Mail the item back to the lending library listed above... Do not throw away the envelope your loan came in as it can be used for the return. A label is usually included but, not always.
3. Ask the Post Office to mail the item with “library rate” postage.
4. Call the Albion Public Library at (402)395-2021 to let us know that the item has been returned to the lending library.

Library Staff should make a copy of this Inter-library Loan Patron Acknowledgment and Agreement. Give the “copy” to the patron and file the original for our records. SLS