

Jensen Memorial Library

InterLibrary Loan

Before completing this form, please answer the following questions:

- Is the item available at Jensen Memorial Library?
- Was the item published in the past year?
- Do you have overdue fines or other fees on your library account?
- Have you had your library card for less than six months?
- Do you currently have three active ILL requests?

- If you answered **YES** to ANY of these questions, ILL will not be available for you or for this item at this time.
- If you answered **NO** to ALL of these questions, please complete this form and return it to the service desk.

* *REQUIRED fields*

Today's Date: _____

*Requestor First & Last Name: _____

*Library Card #: _____ Date item needed by: _____

*Phone Number: _____ Alternate Phone: _____

If we are not able to contact you via phone, do you prefer to be contacted via:

Email: _____

Mailing Address: _____

Item Requested

*Item type: Book DVD/Movie Audiobook Other _____

*Title: _____

Author: _____

Publication Date: _____ Edition: _____ ISBN: _____

Will you accept a substitution (i.e. different edition)? Yes No

*Please read ILL policy concerning checkout, return, and fees on back.
Unsigned forms will not be processed.*

In checking out ILL items, you agree to be responsible for it until received on time and in good condition by staff at Jensen Memorial Library. If the library does not receive the item, you are responsible for charges assessed by the lending library.

ILL POLICY

1. ILL requests may be made on any materials available through the NLC's ILL catalog, with exemptions listed below. Staff will assist patrons in determining if the item they are looking for is available.
2. Requests will not be made for items that have been released for sale within the past year, as regulated by the NLC.
3. Requests may not be made for items currently held by JML unless the item has been lost or is more than 30 days overdue. In this case, the library may choose to purchase the item in lieu of an ILL request.
4. For Book Clubs or other group readings, requests may be made for an item held by JML if additional copies are needed.
5. Every effort will be made to allow patrons to borrow materials free of charge. However, occasions may arise for which a fee may be attached. In all cases, the borrower will be contacted before the loan completion if a fee is to be attached so the borrower can decide if they wish to cancel the ILL. Example fee situations may include, but are not limited to:
 - a. If the item is to come from out of state the borrower may be asked to pay postage & handling fees.
 - b. If photocopying is required, the borrower will be asked to pay for this cost.
 - c. If the item's value is greater than \$30, a deposit for a portion or entire cost of the item. Upon safe return of the item, the deposit will be refunded. Deposit amount will be determined by the Director.
6. A maximum of three items per person may be borrowed via ILL at a time unless multiple copies of an item are being used for a book club or other group reading. This includes the total of all items checked out, requested, and in transit.
7. Patrons will be notified of the arrival of their ILL request via phone. If they are not able to be contacted by phone within two business days, notification will be sent via mail or email as chosen by the borrower.
8. The length of loan is dependent on the lending library's requested due date. All items will be due back to JML at least 2 days before the date requested by the lending library to allow for processing and mailing time.
9. Items may be renewed at the discretion of the lending library. Renewal requests should be made at least 2 days before the borrower's due date to allow for processing time.
10. Occasionally, a lending library may RECALL their material before the given due date. The library will notify the borrower in such a situation. The material must be returned as soon as possible. Failure to return the item in a timely manner will result in overdue charges.
11. All materials MUST be returned at the library's service desk during regular library hours. Items returned in the outdoor drop box will be subject to a service fee of \$2.00 and may be subject to a charge of the full cost of the item until it is safely and successfully returned to the service desk and checked in by library staff.
12. Overdue fines apply to ILL items just as they would to items owned by JML. See "Length of Loan and Fines Policy."
13. Borrowers are responsible for any damage done to ILL materials while in their possession. Lost, damaged, or replacement item fees will be assessed by the lending library and passed down to the patron with charges applied to their account. Payment is made to JML, then passed on to the lending library. Patrons will be notified of ILL fines and fees by phone and/or mail. Further checkouts of any materials will not be allowed until ILL charges are satisfied.
14. All items will be accompanied by a paper band identifying important information about the item and the borrower. Patrons MUST NOT remove this ILL identifying band under any circumstances.

**Good standing qualifies as having an active library account for more than six months, with no current overdue or other fines/fees owed to the library. Account must have a current address, working phone number, and email, if available, attached.*

By signing below, you acknowledge you have read and will follow these policies and take full responsibility for the check out and return of the item requested.

Requestor Signature: _____ Date: _____