

Patron Interlibrary Loan Agreement

last name, first name (please print)

library card #

*I understand that **fin**es for Interlibrary loan items are **\$1 per day** with no maximum limit.

*I will pay one-way postage. Postage will be charged to my library card if requested materials are not picked up.

*If an item is damaged or lost, I am subject to replacement cost set by the lending library.

*The following items may be difficult or impossible to be obtained through interlibrary loan:

new items

rare/genealogical items

video/audio/CD/DVD materials

*Textbooks will not be ordered via ILL without prior approval by Director or Assistant Director.

*I must abide by copyright restrictions.

*In order to request interlibrary loan items, I must have a current library card with no fines or overdue items.

*To renew an interlibrary loan item, I must call 1 week prior to the due date. Some items are not renewable.

*I will immediately return items that are recalled by the lending library.

*If there are extra charges above the postage amount, I will be contacted for my approval before an item is ordered.

*I agree to the above regulations for all items requested through interlibrary loan.

_____ Date _____