



# Bookmobile Interlibrary Loan Request Form

Today's Date: \_\_\_\_\_     Staff Initials: \_\_\_\_\_

One title per form. Please print neatly to expedite your request. Thank you.

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

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

*\*PLEASE NOTE: NEW MATERIALS CANNOT BE REQUESTED UNTIL 6 MONTHS AFTER THEIR PUBLICATION DATE.*

NO RENEWALS. There is a 20¢ per day fine for late return of interlibrary loan items. Please provide all of the information requested below.

Card #: \_\_\_\_\_

Name: \_\_\_\_\_  
(CARD NUMBER & NAME MUST MATCH TO PROCESS ILL REQUESTS)

Phone or e-mail address: \_\_\_\_\_

BKM Stop: \_\_\_\_\_

ITEM FORMAT (check one):
_____ Book
_____ Lg Print Book
_____ Audiobook on Cassette
_____ Audiobook on CD
_____ Music CD
_____ Videocassette
_____ Copy of Article
OTHER: _____

<i>STAFF USE ONLY:</i>			
Next Stop Date: _____	Due Date: _____	Staff Initials: _____	Date Called: _____
NOTES: _____			
<small>Rev. 10/07 green</small>			



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**SORRY!**

Your Interlibrary loan request could not be fulfilled because (see below):

	No library was willing to lend this item.
	Material could not be found.
	Lending library charges \$ _____ for loan.
	More information is needed from you.
	The library card number and patron name do not match.
	Item is too new to request. Must be published for at least 6 months before an ILL is permitted. This item will be available for Interlibrary Loan after: _____

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