

INTERLIBRARY LOAN REQUEST FORM

Date Faxed by Exeter Lib: _____ NOTE: ALL items with * must be completed by patron.

CIRCLE EACH CHOICE ON EACH LINE:

ISBN / I SSN / OCLC Number: _____ Additional Info: _____

* Book / Article / Movie / CD Title: _____

* Author (Last, First, Middle Initial): _____

* Publisher/Journal/Publication Date: _____

Volume: _____ Issue: _____ Page(s) _____ Date: _____

Verification Source: Access PA _____ OCLC/WorldCat _____ Amazon _____ Patron Information _____ Other _____

Verified by (Staff Name) : _____ (Please check Polaris & verify item AND patron data)

** ATTENTION ILL USERS:

You will be held responsible for the safety and proper handling of ILL items while in your care. Exeter Comm. Lib. reserves the right to hold you financially liable for damage to or loss of an Interlibrary Loan item checked out to you. Disregarding due dates, accumulating fines, and the mishandling of materials are sufficient reasons for suspension of Interlibrary Loan borrowing privileges.

Failing to pick up or review ILL items after having been notified of their arrival will result in the patron being charged a \$2.00 administrative fee.

To RENEW items, they must be renewable and you MUST call the Exeter C.L. to request a new due date.

** I UNDERSTAND I CANNOT RENEW ILL ITEMS ONLINE FROM MY ACCOUNT. Your initials _____

Due to the nature of certain items, (i.e., rare/special collection books, oversized materials, fragile books, microforms, Library of Congress/Smithsonian Institute materials, etc.) lending libraries will restrict them for "In-Library Use Only - No Renewal".

** IF AN ILL ITEM IS MADE "IN-LIBRARY USE ONLY", WOULD YOU STILL WISH TO REQUEST IT? Yes _____ No _____

Occasionally libraries charge a fee for their materials (i.e., \$10.00 - \$50.00). Are you willing to pay these costs?

** LIBRARY STAFF WILL ADVISE YOU OF REQUIRED FEES BEFORE PROCESSING YOUR REQUEST. Yes _____ No _____

** Patron signature _____

* NAME: _____ * Telephone Number: _____

PRINT CLEARLY

* ADDRESS: _____

Circle one: 2322300

* LIBRARY CARD # (Last 7 Digits): 2322400 _____

PLEASE NOTE: If item is available for lending, please allow 10-14 business days for in-state requests to be received and 2-4 weeks for out-of-state requests. Every effort will be made to contact you using the contact info you provide. THANK YOU FOR USING INTERLIBRARY LOAN.

DATES/PROCESSED BY

Received _____
Processed _____
Retry _____
Retry _____
Sent _____

YOUR REQUEST IS NOT AVAILABLE BECAUSE:

_____ The item is too new to request at this time
_____ The item is too old (Published before 1900)
_____ Unable to locate title in OCLC/Access PA
_____ Unable to borrow - Non-Circulating (including Library of Congress)
_____ Cancelled at Patron's request

Comments from Interlibrary Loan: _____