

INTERLIBRARY LOAN REQUEST

Date: _____

Staff: _____

Date due: _____

Date due: _____

ONE RENEWAL ONLY

Name: _____

Library card #: _____

Verified: _____

Daytime phone: _____

Email: _____

I understand that the \$2.00 fee is not refunded unless the item is NOT available. I will not get this fee refunded if I fail to pick up the item.

Signature: _____

Title: _____

Author: _____

Subject: _____

Publisher and date: _____

Cost of book: _____

ISBN: _____

STAFF USE ONLY

Date sent: _____

Date ret'd: _____

Date rec'd: _____

Date shipped: _____

Amount paid: _____

Cash: _____ Check # _____

Staff initials: _____

Patron's card is at least 2 weeks old: Yes No

Refunded: Date: _____ Staff Initials: _____