

INTERLIBRARY LOAN (ILL) REQUEST



Lawton Public Library

There is a \$1.00 charge for each item borrowed from another library. Multiple items mean multiple charges.
Overdue items have late fees of \$1.00/day per item.

CONTACT INFORMATION

Today's Date: _____ Library Card #: 2905600 _____

Name: _____

Address: _____

Telephone #: (___) _____ Telephone #: (___) _____

Email (optional): _____

ITEM REQUEST

Mark One: BOOK DVD BLU-RAY CD OTHER: _____

Title: _____

Author: _____

Copyright Date: _____ ISBN: _____ OCLC # (if known): _____

INTERLIBRARY LOAN (ILL) ACCEPTABLE USE PROCEDURE

ILL services are primarily intended to obtain items not in the Lawton Public Library's collection.

To make an ILL request:

- Fill out this form or go online through the library's website.
- Customers must have a Lawton Public Library card in good standing (active card with no more than \$1.00 in late fees) before requested material will be ordered.
- ILL requests are \$1.00 per item due when items are picked up. If a customer requests an ILL item and does not pick up the sent item, the customer will be charged the \$1.00 ILL fee per item.
- Policies of the lending library will be honored unless Lawton Public Library policies are more restrictive, in which case Lawton Public Library policies will be followed.
- Individuals are responsible for all late fees, damage fees, and /or lost material charges
- Any additional fees charged by the lending library will be passed on to the customer.
- Delay in picking up or returning materials may jeopardize future borrowing privileges.
- Renewals may be possible, depending upon the lending library's policy and availability of the material.
- New, leased, or other special collections will not usually be borrowed.
- The Lawton Public Library may restrict the number of items requested by individuals as appropriate.

When returning materials:

- All ILL materials must be returned to the circulation desk (not placed in the book drop).

ILL #:

Date transmitted:

Date shipped:

Barcode: 3905600

Date due:

Date returned:

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