

## INTERLIBRARY LOAN REQUEST FORM

Today's Date \_\_\_\_\_ Needed by date \_\_\_\_\_  
NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
Address \_\_\_\_\_

First, please check **The Library Catalog** to determine that the book is not already available at our Library

### BOOK REQUEST

TITLE \_\_\_\_\_

AUTHOR/EDITOR \_\_\_\_\_

### MAGAZINE/PERIODICAL REQUEST

TITLE \_\_\_\_\_

VOLUME \_\_\_\_\_ NUMBER \_\_\_\_\_ MONTH \_\_\_\_\_

YEAR \_\_\_\_\_ PAGES \_\_\_\_\_

ARTICLE TITLE \_\_\_\_\_

ARTICLE AUTHOR \_\_\_\_\_

#### CHARGES:

Some libraries charge for Interlibrary Loan services. You are responsible for all charges. We make every effort to obtain library materials from free suppliers

**This library reserves the right to charge returned postage from a patron who has failed to pick up interlibrary loan materials**

I have read the policies above regarding loan charges, and I will accept

any charges indicated above \_\_\_\_\_

## BORROWING POLICY

- Requests will be accepted only from the patrons who have a valid library card (in good standing with no fines, lost books, etc)
- Requests are limited to 3 items on order at a time.
- **All items received through interlibrary loan should be available in 7-21 days. The library will notify patrons when the requested item cannot be obtained**
- Kenai Community Library does not charge for interlibrary loan services and is able to fill most requests through other non-charging libraries. Some libraries, however, do charge fees ranging from \$5 to \$20. Charges will be added to the patrons' record and are payable when the materials are received.
- **Kenai Community Library reserves the right to refuse an interlibrary loan request from a patron who has failed to pick up interlibrary loan materials from a previous request. The requesting patron is responsible to pick up any materials ordered within 10 working days after receiving notification that the materials are available**
- **Materials borrowed on Interlibrary Loans must be returned on time.**

### Library will not borrow or lend the following materials

- Reference Books
- Whole issues or volumes of periodicals
- Books in heavy use (popular, best sellers)
- All CDs and other audio/visual materials.