

Today's Date _____

Staff Initial _____

Tyler Public Library Interlibrary Loan (ILL)

Instructions

- Boxes 1 to 4 MUST be completed
- Requests usually take 1 to 3 weeks
- Limit 1 item per sheet and 3 ILLs per patron at any point in the ILL lifecycle
- Library account must be current and no fines or fees owed
- No textbooks
- Requested item should have been available for at least 6 months
- We do not charge to borrow an ILL. However, some lenders charge a fee. If a free loan cannot be obtained you will be notified and given the option to pay their fee or cancel the request.

Mark one: <input type="checkbox"/> Book <input type="checkbox"/> Large Print <input type="checkbox"/> Microform <input type="checkbox"/> Photocopies	1	2	3
	Author		Title

5	6	7	8
Publisher	Date of Publication	OCLC/Accession #	ISBN#

9	10
Name of Periodical or Magazine	Article Title

11	12	13	14	15	16
Article Author	Art. Date	Vol.	Issue	ISSN	Pages to Copy

4		Your Contact Information		
Printed Name _____	<p>PLEASE READ: By signing below, you agree to return the loan back to Tyler Public Library by the due date. You also agree to be responsible for a lost or damaged item up to full replacement cost for the exact item plus any processing fees the lender may charge.</p>			
Phone _____				
Other Phone _____				Signature _____
E-mail _____				Library Card # _____

Staff Use Only

OCLC
ILL# _____

Received
Date _____

Lender
Name _____

Due
Date _____

Returned
Date _____