**INTERLIBRARY LOAN REQUEST**

Request Date: __________________ 

Title: ______________________________________________________

Author: _____________________________________________________________________________

Check specific format:  Book ☐ Large Print ☐ Audiobook ☐ DVD ☐ Blu-ray ☐ Other ☐ 

Notes (edition, year, etc.) ___________________________________________ OCLC, ISSN or ISBN # ___________________________

Patron Name ___________________________________________ Phone (_____ ) - _______ H ☐ C ☐

Library Card # ___________________________________________ E-mail ____________

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**IMPORTANT PATRON INFORMATION**

BRYAN + COLLEGE STATION PUBLIC LIBRARY SYSTEM

TexShare and Non-Borrowers cannot utilize the Interlibrary Loan (ILL) program. You accept responsibility for the above ILL item while it is checked out to your account and agree to return it to Bryan + College Station Public Library System on or before the due date. If this material is lost or damaged while checked out, you agree to pay all necessary costs – including, but not limited to the cost of the lost item, plus a service fee. Patrons that return ILL materials damaged, late or do not return them at all may be banned from future ILL participation.

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**BELOW FOR LIBRARY USE ONLY**

*************PLEASE CHECK THE PATRON’S ACCOUNT TO MAKE SURE THAT THEIR ACCOUNT IS NOT TexShare OR NON-BORROWER AND THAT THEIR ACCOUNT IS IN GOOD STANDING – NO FINES AND CURRENT REGISTRATION.*************

Item type:  Adult ☐ Youth ☐ Status Checked by (Initials) ____________________________

Date Submitted __________________________ ILL # __________________________

No Supply Found ☐ Patron Notified: EM ☐ P ☐ VM ☐ Date __________________________

**Loan Information:**

Library Name __________________________ Address __________________________

Date Received __________________________ Official Due Date __________________________ Patent Due Date __________________________

Date Returned __________________________ Date Sent __________________________ Did Not Pick Up ☐ Lost Item ☐

HB ☐ PB ☐ Audio ☐ DVD/Blu-ray ☐

Condition of Item when received __________________________

Condition of Item when returned (if different) __________________________

No Renewals? ☐ ------ Renewal Requested? ☐ Date Submitted __________ Requested Due Date __________________________

New Official Due Date __________________________ New Patron Due Date __________________________ TLC Updated ☐ Spreadsheet Updated ☐

Patron Notified: EM ☐ P ☐ VM ☐ Date __________________ Notes: __________________________

**Rec’d**: Spreadsheet ☐ NRE ☐ Create Record ☐ Statistics Sheet ☐

**Ref’d**: Spreadsheet ☐ NRE ☐ Delete Record ☐ Bag Barcode __________________________ Amigos/MALA Label ☐

Statistics Sheet ☐

Rev Date: 1/4/2022