

INTERLIBRARY LOAN REQUEST

Request Date: _____

Pick-up Library Branch: MOUNCE RINGER

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 _____

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.

~~~~~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 _____ Patron 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

Ret'd: Spreadsheet NRE Delete Record Bag Barcode _____ Amigos/MALA Label

Statistics Sheet