INTERLIBRARY LOAN REQUEST

Title: ________________________________________________________

Author: ______________________________________________________________________________

Please check if specific format is requested: Large Print [ ] Audiobook [ ] DVD [ ] Blu-ray [ ]

Notes (edition, year, etc.) ___________________________________________________________ OCLC, ISSN or ISBN # __________________________

Patron Name ____________________________________________________ Telephone H) _______________ C)

Library Card # __________________________________________________________ E-mail ______________________________

(Numbers after the zeroes in the middle of barcode)

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 circle one: Adult Youth Status Checked by (Initials) __________________________

**********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.**********

Date Submitted ____________________ ILL # ____________________

No Supply Found ____________________ Patron Notified Email/Phone/Voicemail? ________________ Date ____________________

Lending Library Information:

Name __________________________ Address __________________________

Date Due ________________ Patron Due Date ________________ Date Received ________________ Price __________________________

Date Returned ________________ Date Sent ________________ Did Not Pick Up __________________________

Special Instructions/Miscellaneous Information ____________________________________________________________

Condition of Book when received __________________________________________________________

Condition of Book when returned __________________________________________________________

Renewal Requested? [ ] Date request made: ________________ Requested Due Date ________________

Library Due Date ________________ Patron Due Date ________________ Returned by Due Date: Yes / No

Patron Notified Email/Phone/Voicemail? ________________ Date ________________ Polaris Updated ________________

NRE Received _____ Create Record _____ Spreadsheet _____ Statistics Sheet _____

NRE Returned _____ Delete Record _____ Spreadsheet _____ Statistics Sheet _____

Rev Date 04/06/2017