

_____ AUTHOR'S LAST NAME DATE OF REQUEST: _____

_____ BORROWER'S LAST NAME **Library where patron will pick-up:** _____
("CBM" – Mounce or "LJR" - Ringer)

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 _____