

The following items are available for loan: Books, Periodicals, Books on Cassettes, CDs, VHS Videos and DVDs.

It may take up to 3 weeks to receive the items requested.

Patron's Name: _____

Library Card Number: _____

Telephone Number: _____

Address: _____

Email Address: _____

Today's Date: _____ Requested Item Not Needed After: _____

This Request is For a: () Book () Large Print Book () Cassette () CD () VHS () DVD

Title: _____

Author: _____

- **The Stephenville Public Library staff will do our best to fill your request in a timely manner. However, the ability to get the requested item is not guaranteed.**
- **You must provide the correct author, title and form of the item you are requesting.**
- **Each patron is allowed a maximum of two interlibrary loan items at one time. Once the item is received, you will have five working days to pick your item up at the library. If you do not pick the item up in that amount of time, it will be sent back to the lending library, and a fine equal to the amount of return postage will be applied to your account.**
- **Check out time for an interlibrary loan item is up to two weeks. The total amount of time you are able to have the item checked out is determined by the lending library.**
- **Items must be returned in the same condition in which they were borrowed. All fines and late charges are applicable for all items, including replacement costs if the item is not returned.**
- **Any patron who returns an ILL late, or does not pick up an ordered item three times, will be placed on ILL suspension and will not be allowed to use the program for two months.**

Patron's Signature: _____