



Stephenville Public Library Interlibrary Loan Request Form

Patron's Name: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

This Request is For a: ( ) Book ( ) Large Print Book ( ) Book on CDs ( ) DVD

Title: \_\_\_\_\_

Author: \_\_\_\_\_

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- 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. It may take up to 3 weeks to receive the item(s) requested.
  - You must provide the correct author, title and form of the item you are requesting.
  - Each patron is allowed a maximum of five interlibrary loan items at one time, with the exception of teachers and homeschoolers. 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: \_\_\_\_\_