

Due Date: _____

**ALEXANDRIA LIBRARY
INTERLIBRARY LOAN REQUEST**

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Book Author or Article Author _____

Article Title _____

Book Publisher _____ Edition _____ Copyright Date _____

ISBN/ISSN: _____ Accession #: _____

The Patron is required to pay any photocopying charges and/or other fees assessed by the lending library for lending or copying the item. What is the maximum amount you are willing to pay: \$ _____

Patron's Name _____

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(Patron must live OR work in Alexandria and hold a valid Alexandria Library Card)

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Date: _____ Library: Barrett Beatley Burke Duncan Local History

Fee: \$5.00 Staff Initials: _____ Date: _____

TO BE COMPLETED WHEN MATERIALS ARE PICKED UP & RETURNED

I agree to obey the following rules of Alexandria Library for use of an Interlibrary Loan:

1. Items must be signed for when picked up and returned at the Reference Desk.
2. Items with a current dollar value of over \$350 will be placed ON RESERVE at the pickup location for the borrower and can only be viewed in the library.
3. When an item is lost or damaged and the borrower has not signed the return form, the borrower is responsible for replacing the item with an identical item or paying the price of replacement cost as determined by the lending institution.
4. A fine of \$1.00 per day is charged for each overdue item.
5. Renewals are not automatic and must be requested five days before the due date.

Failure to follow ILL rules could result in denial of ILL service.

Signature of Patron (PICK UP) _____ Staff Initials _____ Date of pick-up _____

Signature of Patron (RETURN) _____ Staff Initials _____ Date of return _____