

INTERLIBRARY LOAN (ILL) REQUEST



Staunton Public Library card holders may use this form to request materials not found in the VLC Library Catalog. The length of time it takes to receive a request varies depending upon availability of the item. If the item you are looking for is less than a year old, you might want to fill out a "Request for Reserve" (yellow card). You may also want to explore our online databases which provide access to many books and articles. There is a limit of 3 open requests per patron. You must have a zero account balance before we place your request.

I am requesting a: ☐Book ☐Article ☐Audio ☐Video ☐Microfilm

Title _____

Author/Composer/Performer _____ Date Published _____

Publisher _____

Name of Periodical _____

Month / Year _____ Vol. / Issue _____ Pages _____

You are responsible for the *cost of postage* to return your item to the lending library, and any late fees.

If there is an **additional charge** imposed by the lending library I will pay up to \$_____.

In the event that a lending library sends a bill for lending fees *after* you have picked up an item, you are responsible for those fees, even if they exceed the amount entered above. The lending library will determine the replacement cost of any lost or damaged material as well.

RETURN ILLs TO THE STAUNTON LIBRARY ONLY

Patron Information:

Name _____ Library Card # _____

Address _____ City _____

Phone _____ or email _____

I understand the fees and responsibilities outlined above. Signature _____

Email to Library@ci.staunton.va.us or bring it in. Date _____

For library use only:

ILL Request Identifier _____ Request Date _____

Locations _____

2nd Attempt _____ Date _____

Received _____ Due Date _____ Restrictions _____ Postage _____

Renewal Requested _____ New due date _____

Returned _____ Fines or Fees _____