Warren County Public Library

Interlibrary Loan (ILL) Request

The Warren County Public Library provides Interlibrary Loan (ILL) services to make materials available that are not in the library's collection. We will attempt to borrow requested items for you from other cooperating libraries. ILL services are available to patrons with valid Warren County Public Library cards. Accumulated fines or overdue items will restrict you from checking out materials. Following are additional details about the program:

- Allow 2 weeks for delivery.
- A $2 fine will be charged for each item not picked up.
- Limit: 5 requests at a time.
- **NOTE**: The following types of materials are **NOT available** through ILL:

☒ new books	☒ textbooks	☒ microfilm (except census microfilm)	☒ genealogy materials
☒ DVDs	☒ music recordings		
☒ recorded books	☒ feature films		

- For new items, you may wish to fill out a *Materials Request Form* to suggest that the library purchase the material for its collection; see a librarian for assistance.

☐ *I understand all of the above (please sign):* _____

Fully complete the information below (please print legibly, using a separate form for each item you request.

Patron's Full Name _____ Today's Date _____

Library Barcode Number _____ Pin # _____

Street Address _____

City _____ State _____ ZIP Code _____

Phone number _____

Pickup location:

☐ Main Library ☐ Kirby ☐ Smiths Grove ☐ Graham Drive

We always attempt to get items as quickly as possible. Do you need this item by a specific date? If so, please list: _____

Requested Item

If the item cannot be borrowed free of charge, how much would you be willing to pay?

☐ Nothing; please cancel my request. ☐ I am willing to pay up to $_____

Complete Title _____

_____

Author's Full Name _____

Date of Publication _____ Edition _____

ISBN Number _____ Publisher _____

Staff name: _____