

Bristol Public Library Interlibrary Loan Form

Interlibrary Loan (ILL) Request Form:

Interlibrary Loan Policy

1. A maximum of 5 requests at any time.
2. The library is **unable** to borrow items published within the past six months.
3. The library is **unable** to borrow bound periodicals (magazines), but will request photocopies on microfilm.
4. The library will **not** request spoken word audio, including language instruction on tape or CD, videos, or items held in Reference or Special Collections.
5. Patrons must have a library card and be in good standing with the library. The library will not process ILL requests for patrons with overdue ILL materials.
6. I understand materials must be returned by their due date to avoid late charges and that interlibrary loan items are not renewable. Books borrowed from libraries outside our system must be returned promptly so the libraries will loan to us in the future. Therefore overdue fees on these books are \$1 per day, capped at \$20/item.
7. Copyright laws apply to all interlibrary loans.

Fee Policy

1. Failure to pick up an item will result in a \$1 fee.
2. Postage Fees: If the ILL comes via a fee based service (U.S. Postal Service, UPS, etc.), the patron will be responsible for return postage fees. The minimum USPS postage fee is \$2.56. Fees are payable after item arrives.
3. Lending Library Fees: The library will always try to borrow items from libraries that lend free of charge. If a free source is not available, the patron will be required to pay the charges. The patron will be notified and given opportunity to decline the requested materials and the lending library fees.
4. If you fail to pick up the ILL, you will still be charged for the postage as well as the \$1 failure to pick up fee. Repeat failures to pick up ILL items will result in suspension of ILL requests.

BPL Inter-Library Loan Book Request

Name: _____ (required)

Date _____ (required)

*Phone: _____

*E-mail: _____

*At least one of these must be filled out so that we may contact you in a timely manner.

Library Card #: _____ (required)

Item Not Needed After*: _____ *(optional)

I have read and understand the ILL policy and fees _____ (initial) (required)

Note: Please fill in all information requested. One item per request form, please. Failure to fill out the form or illegible writing may result in delays for your request.

Book Request

Book Title (required):

Author (required):

Publisher (desired):

Publication Date, Edition or ISBN (desired): _____