

# INTERLIBRARY REQUEST FORM

LIN \_\_\_\_ LINEBAUGH PUBLIC LIBRARY - MURFREESBORO, TN

SMY \_\_\_\_ SMYRNA PUBLIC LIBRARY - SMYRNA, TN

Date \_\_\_\_\_ Phone \_\_\_\_\_

Patron Name \_\_\_\_\_ Email \_\_\_\_\_

Preferred method of notification (**check one**): Phone \_\_\_\_\_ Email \_\_\_\_\_

Patron Barcode 2368700 \_\_\_\_\_ Address Verified \_\_\_\_\_ Phone Number Verified \_\_\_\_\_

Book/Article Title \_\_\_\_\_

Author \_\_\_\_\_

Magazine Title \_\_\_\_\_

Magazine Date \_\_\_\_\_ Volume \_\_\_\_\_ Issue \_\_\_\_\_ Pages \_\_\_\_\_

Substitute OK: yes/no Deadline: N/A or Date: \_\_\_\_\_ Fee Will Pay - \$2.00 - \$10.00 \_\_\_\_\_

- 1. Patron's account must be clear of all fees and unblocked.**
- 2. Limit of two (2) requests. (Use a separate form for each request.)**
- 3. Requested materials not picked up will be returned to the lending library seven (7) days after patron notification. A \$3.00 fee, if applicable, will be charged to the patron's account.**
- 4. Cancellation of a request should be done prior to shipment. Failure to do so may incur a \$3.00 fee.**
- 5. Items should be returned on or before the due date. Items not returned to the Reference desk will be charged to the patron in order to reimburse the lending library. An additional \$5.00 processing fee will also be applied.**
- 6. Each item will be checked out for a three week period (barring other restrictions by the lender) with no renewals. No item may be requested a second time for six weeks from the patron's original due date.**

*Patron: I have read and agree to the terms presented:*

**Employee Initials:** \_\_\_\_\_

**Patron Signature:** \_\_\_\_\_

## LIBRARY USE ONLY

**AGENT Request #** \_\_\_\_\_

Request date \_\_\_\_\_

Date Agent Unfilled \_\_\_\_\_

**ALA Request** \_\_\_\_\_

Date ALA Unfilled \_\_\_\_\_

### OCLC Requests:

1) Request # \_\_\_\_\_

Request date \_\_\_\_\_ Date UNF \_\_\_\_\_

2) Request# \_\_\_\_\_

Request date \_\_\_\_\_ Date UNF \_\_\_\_\_

**Date Canceled** \_\_\_\_\_

All items in **bold** below must be filled in

**Date Received** \_\_\_\_\_ **Date LL notified** \_\_\_\_\_ **Date Patron Notified** \_\_\_\_\_

**LL** \_\_\_\_\_ **Bar Code** \_\_\_\_\_

**Date Due back to LL** \_\_\_\_\_ **Patron Date Due** \_\_\_\_\_

Date of Renewal Request \_\_\_\_\_ New Date Due LL \_\_\_\_\_

**Date Checked In** \_\_\_\_\_ **Title record deleted – Yes / No** \_\_\_\_\_ **Date LL Notified** \_\_\_\_\_

**Checkin Initials** \_\_\_\_\_ **Date Completed** \_\_\_\_\_