

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. Limit of two (2) requests. (Use a separate form for each request.)**
- 2. Requested materials not picked up will be returned to lending library seven (7) days after patron notification. A \$3.00 fine, if applicable, will be added to patron's record.**
- 3. Cancellation of a request should be done prior to shipment. Failure to do so may incur a \$3.00 fine.**
- 4. 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.**
- 5. 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 Cancelled _____

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** _____