

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 account must be clear of all fines and fees.*
2. *Limit of two (2) requests. (Use a separate form for each request.)*
3. *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.*
4. *Cancellation of a request should be done prior to shipment. Failure to do so may incur a \$3.00 fine.*
5. *Items should be returned on or before the due date. Items not returned to the Reference desk will be charged to the patron. An additional \$5.00 processing fee will be applied.*
6. *Each item will be checked out for a 3- 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** _____