

The Handley Regional Library: Interlibrary Loan Request

- There is a \$5.00 per item charge for interlibrary loans. Payment must be made when the order is picked up. The fee will still be charged to your library card even if it is not picked up. The fee will not be charged if the Handley Regional Library is unable to obtain the requested material.
- There may be an additional fee of \$10 to \$25 charged by the lending library, which would be collected when the order is picked up. You should specify the maximum additional charge (if any) that you are willing to spend.
- We will contact you when the material arrives. Please allow 2-3 weeks for delivery.
- **Interlibrary loan materials MUST be returned to the Information Desk (NOT the book drop).** There is an overdue fine of \$0.25 per day. There are no renewals on interlibrary loans.

Notice: The following contains a warning concerning copyright restrictions that may exist on the materials you wish to borrow. Please read carefully before filling out the form: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any other purpose than private study, scholarship, or research." If the user makes a request for, and later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. The fair use doctrine takes into account the purpose of the copying and the amount and extent copied. The Library reserves the right to refuse an order for copies if, in its judgment, fulfillment of the order will involve violation of the copyright law.

Interlibrary Loan Form

Name: _____

Date: _____

Address: _____

Phone Number: _____

(required)

Card No. _____

Email: _____

I will pick up material at: Clarke Bowman Handley

I would prefer to be notified by: phone email

Optional: I am willing to pay an additional fee if charged by the lending library. Please specify the maximum additional charge allowable: \$ _____. (Note: additional fees typically range from \$10 to \$25).

Title and date or edition (or periodical title, volume, and date):

Author (or periodical article title and pages):

I have read the above and hereby agree to pay all fees and charges associated with this request, to pay for loss of or damage to materials lent to me and to return the item promptly when due. I understand that the minimum fee of \$5.00 must be paid even if I no longer want the materials that the library has obtained for me. I also understand that all materials must be returned to the Information Desk and that there will be a processing fee of \$20 added to replacement costs for non-returned items, including those lost through an improper return to the Circulation Desk or book drop.

Signature: _____

Date: _____

REFERENCE STAFF ONLY

Received by: _____ OCLC: _____

Additional comments: _____

ILL STAFF USE ONLY Unfilled: _____ Received: _____ (In / Out) Returned: _____ Due date: _____

Request submitted: _____ Lenders: _____ ILL request number: _____

Request submitted: _____ Lenders: _____ ILL request number: _____

Request submitted: _____ Lenders: _____ ILL request number: _____

Additional comments: _____ Patron: _____