

DEKALB COUNTY PUBLIC LIBRARY

Interlibrary Loan Request

Date _____ Pickup Branch _____

Name _____ Library Card No. 22071 _____

Address _____

Telephone _____ Home Work Cell

Email _____

I prefer to be contacted by telephone by email

Statement of Responsibility

Your signature below constitutes an agreement to comply with the following statements:

- I am responsible for all books I borrow through Interlibrary Loan (ILL) and will pay the borrowing fee plus any fines and/or fees for late, damaged or lost materials.
- I understand that I must pay the ILL fee even if I fail to pick up the item.
- I understand that the overdue fine for an ILL book is \$1.00 per day.
- I understand that the lending library sets due dates and renewal dates, as well as costs for lost or damaged books.
- I understand that failure to follow ILL rules and regulations may result in a temporary suspension of my right to borrow ILL materials.

I agree to pay the basic fee of \$3.00

plus an additional \$ _____ (for any fees charged by the lending library)

for a total of \$ _____

I am the cardholder and agree to pay all fees and accept full responsibility for all materials received through Interlibrary Loan.

Signature _____

Staff Use Only

Patron Information Verified By

ILL Staff Use ONLY

Branch staff initials _____

Date received _____

ILL staff initials _____

IFM _____

(continued on back page)

**Book
Request**

Title _____
Author _____
Copyright Date _____ Publisher _____ ISBN _____
Notes or Source of Reference _____
Please check one This Edition Only Any Edition

**Microfilm
Request**

Title _____
Date Range _____ Series and/or Roll Numbers _____
Notes or Source of Reference _____

Borrowed microfilm may only be used at the Decatur Library.

**Article
Request**

Journal Title _____
Article Title _____
Author _____
Date _____ Pages _____ Vol. No. _____ Issue No. _____
Notes or Source of Reference _____

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature _____



DEKALB
COUNTY
PUBLIC
LIBRARY

a place to grow