

Interlibrary Loan Request Form

Burke County Public Library

ILL Borrower Responsibilities

- ILL Borrower must have a library card (barcode) number to borrow materials.
- All fines MUST be paid in full before requests may be submitted.
- Please allow a minimum of 2 - 3 weeks for receipt of item
- You may have only 5 ILL requests at a time (whether the items have arrived or are pending).
For each additional ILL request, there is a \$1.00 nonrefundable fee.
- BCPL will notify you or leave a message by phone upon receipt of the item. If we cannot leave a message, we will send you a postcard.
- If you do not pick up an item borrowed for you, you are still responsible for the return postage.
- There is a 10 cent per day fine for each overdue item.
- If you wish to renew an item you must request a renewal by the due date.
- You may only renew an ILL item 1 time.

Signature_____

Please Print Legibly

Material Request

Please circle one: BOOK

LARGE PRINT BOOK

Author_____

Title_____

Please Provide if Known:

Publisher_____ Date_____ ISBN_____

Article Request

Author_____

Title of Article_____

Magazine_____

Volume_____ Number _____ Date_____ Pages_____

Library User Information

Name_____ Today's Date_____

Library Card (Barcode) # _____

Telephone (Home)_____ (Work)_____

Pick up ILL materials at: Please circle one: Morganton Valdese C.B.

Office Use Only: Taken by:_____ Date_____

ILL#_____ Due Date_____ Renewal Due Date_____ Returned Date_____