

| INTERLIBRARY LOAN FORM | | DATE: ___/___/___ | | |
|---|------------------|--|-------------|----------------|
| NAME: | | Library Card number: | | |
| Home Phone #: | | May we leave a message? Yes No | | |
| Circle Type: Book DVD Video Book on CD | | | | |
| TITLE: | | | | |
| AUTHOR: | | | | |
| For Staff Use Only | | | | |
| Date ordered: | | Postage: | | |
| Request ID#: | | Date Called: | | |
| ISBN: | | Lend. Lib: | | |
| | DATE REC: | Received | good | damaged |
| PKUP Date: | DATE DUE: | Returned | good | damaged |
| ILL# | DATE RET: | Comment: | | |
| Bedford Public Library | | | | |
| Interlibrary Loan | | | | |

Interlibrary Loan is available to patrons who have a current Bedford Public Library card.

- Postage and handling fee of \$2.00 will be charged for each book borrowed through Interlibrary Loan. (account will be charged \$2.00 even if material is not picked up)
- Interlibrary Loans may be requested in person at the Information Desk or by phone.
- Patron will have five (5) days after notification to pick up ILL material at the Information Desk.
- The library card must be held in the name of the person making the ILL request and this card must be used to check out material. All fines & fees above \$9.99 are to be paid before checking out.
- Overdue fees for ILL materials are \$0.50 per day per item.
- Response time for ILL requests vary considerable. Please allow 2-6 weeks for your requested item to arrive.
- New materials are not available through ILL.
- The library will check out ILL materials for the maximum period allowed by the lending library. No renewals are possible.
- This privilege involves the cooperation of many other libraries. Bedford Public Library honors the restrictions placed by the lending library for the use of its materials. These restrictions may involve the length of check out, in-building use only, and photocopying stipulations.