

Interlibrary Loan (ILL) Request Form

Date: ___/___/_____

NAME		BPL CARD #		
PHONE #		May we leave a message? YES___ NO___		
CHOOSE A FORMAT: Book Large Print Book (if available) DVD Audiobook Music CD				
TITLE				
AUTHOR				
ISBN (if specific volume/edition is needed)				
<i>For Staff Use Only</i>				
Date ordered:		Postage:		
Request ID#:		Date Called:		
		Lend. Lib:		
	DATE REC:	Received	good	damaged
PKUP Date:	DATE DUE:	Returned	good	damaged
ILL#	DATE RET:	Comment:		

Interlibrary Loan is available only to adults who have a valid Bedford Public Library card with no outstanding fines, fees, or overdue items.

- A postage and handling fee of \$2.00 will be charged for each item borrowed through Interlibrary Loan, even if the item is not picked up. If the item is not shipped, there is no charge.
- Interlibrary Loans may be requested in person at the Information Desk, by phone, or through email.
- Response time for ILL requests varies considerably. Please allow 2-6 weeks for your requested item to arrive from the lending institution.
- Patron will have seven (7) days after notification to pick up ILL item(s) at the Information Desk.
- The patron must only use the BPL card listed in the ILL Request Form to check out the requested item(s).
- ILL items do NOT renew automatically.
- 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.