

Interlibrary Loan (ILL) Request Form

Date: ___/___/_____

NAME	BPL CARD #
PRIMARY EMAIL	
PRIMARY PHONE #	May we leave a message? YES ___ NO ___
CHOOSE A FORMAT: Book Large Print Book (if available) DVD Audiobook	
TITLE	
AUTHOR	
ISBN (if specific volume/edition is needed)	

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.

<i>For Staff Use Only</i>				
DATE ORDERED		DATE CONTACTED		
POSTAGE		LEND. LIB		
REQUEST ID#	DATE REC	Received	good	damaged
PKUP DATE	DATE DUE	Returned	good	damaged
ILL#	DATE RET	COMMENT:		
L:\Administration\Library\INFORMATION SERVICES\ILL\ILL Request Form				