

SIoux LOOKOUT PUBLIC LIBRARY
INTERLIBRARY LOAN REQUEST FORM

PLEASE NOTE: PLEASE READ POLICY ON REVERSE.

- It usually takes at least **2 weeks** to get a response on interlibrary loan requests.
- The loan period is specified by the **lending** library. **Interlibrary loans are not normally renewable.**
- There may be charges for photocopies.
- This library charges a **\$5.00 fee** for **OVERDUE** interlibrary loans.
- **REQUESTS ARE LIMITED TO TWO BOOKS PER PATRON PER WEEK.**
- **BOOKS LESS THAN A YEAR OLD WILL NOT BE ORDERED.**

**** FAILURE TO PICK UP AN ILLO WILL RESULT IN A FINE OF \$15.00 ****

DATE: _____ NAME: _____

CONTACT NUMBER: _____ LIBRARY CARD NUMBER: _____

Please sign to acknowledge that you have read the above and the reverse.

Signature Line

STAFF INITIAL: _____

REQUEST #1

TITLE: _____

AUTHOR: _____

SUBJECT: _____

NEED BY: _____ (NEED BY DATE NOT GUARANTEED)

REQUEST #2

TITLE: _____

AUTHOR: _____

SUBJECT: _____

NEED BY: _____ (NEED BY DATE NOT GUARANTEED)

Please include your e-mail address if you wish to be advised by this method when your book arrives:

_____.

If unavailable through regular sources would you like us to check further? This will **probably** result in a charge. Would you like us to pursue your request further?

YES NO (PLEASE CIRCLE THE APPROPRIATE CHOICE)

For more information please contact Library Staff.

Personal information requested on this form is collected under authority of the Public Libraries Act, RSO, 1990 Chapter P.44 and will be used solely for the provision of Interlibrary Loan Services.