

Interlibrary Loan (ILL) Request

Patron must pay property taxes to Culpeper County and have no overdue items or charges over \$8 to request ILL items through our library

Limit of 3 active requests at a time

For staff: Library card number: 21998 _____

Is the patron 18 years or older? _____

Does the patron have any overdue items or charges over \$8? _____

Did you verify address with patron? _____

Did you validate the patron's county on GIS map? _____

Did you enter the patron's county on their record? _____

Is the item in our catalog? _____

Is the item over a year old? _____

Title _____ Pub Date _____

ISBN _____ Author _____

Item type: Book _____ Large print _____ CD _____ DVD _____ Microfilm _____

Patron Name _____ Phone _____

Patron E-mail _____

For patron: By signing below, you acknowledge and accept the following:

- Requesting patron **must be 18 years** or older.
- Items borrowed are mailed from another, completely separate library system. I must abide by their rules and due date, or I will jeopardize my ability to borrow through ILL in the future.
- Renewals are not guaranteed and are provided at the discretion of the lending library. Renewal requests **must** be presented to the **ILL Staff** at least **3 days** prior to the original due date. Late fees are charged if item renewal is requested on or after due date until renewal request is answered or item is returned.
- I understand I may have only 3 active interlibrary loan requests a time.
- After **2 failed retrievals** of ILL items by their due date, a suspension from the service of one calendar year will be enacted.
- **I will pay a \$1.00 fine per day for each ILL item that is overdue.**
- Microfilm often require special shipping insurance. If there should be extra shipping charges required by lending library, please indicate the maximum you are willing to pay \$ _____ or check here _____ if you want to be called before we order.
- If the item borrowed is not returned the patron will be billed the cost of the replacement item (up to \$100)

Patron Signature _____ Date _____



Culpeper County Library
271 Southgate Shopping Center
Culpeper, Virginia 22701
540-825-8691 www.cclva.org



Staff initials _____ Date _____

For ILL staff only

Date item is requested: _____ by _____

2nd request: _____ by _____

Date item is received: _____ by _____ Due date: _____

Date item is returned: _____ by _____

Renewal requested: _____ by _____

Renewal accepted: _____ by _____ New due date: _____

Patron notified: _____ by _____

Condition note:

Other notes: