

INTERLIBRARY REQUEST FORM

LIN ___ LINEBAUGH PUBLIC LIBRARY - MURFREESBORO, TN

SMY ___ SMYRNA PUBLIC LIBRARY - SMYRNA, TN

Date _____ Phone _____

Patron Name _____ Email _____

Preferred method of notification (**check one**): Phone _____ Email _____

Patron Barcode 2368700 _____ Address Verified _____ Phone Number Verified _____

Book/Article Title _____

Author _____

Magazine Title _____

Magazine Date _____ Volume _____ Issue _____ Pages _____

Substitute OK: yes/no Deadline: N/A or Date: _____ Fee Will Pay - \$2.00 - \$10.00 _____

1. Limit of two (2) requests.

2. Requested materials not picked up will be returned to lending library seven (7) days after patron notification. A \$2.00 fine, if applicable, will be added to patron's record.

3. Cancellation of a request should be done prior to shipment. Failure to do so may incur a \$2.00 fine.

4. Items not returned to the Reference desk will be charged to the patron in order to reimburse the lending library. An additional \$5.00 processing fee will also be applied.

Patron: I have read and agree to the terms presented:

Employee Initials: _____

Patron Signature: _____

LIBRARY USE ONLY

AGENT Request # _____

Request date _____

Date Agent Unfilled _____

ALA Request _____

Date ALA Unfilled _____

OCLC Requests:

1) Request # _____
Request date _____ Date UNF _____

2) Request# _____
Request date _____ Date UNF _____

3) Request # _____
Request date _____ Date UNF _____

Date Received _____ Date LL notified _____ Date Patron Notified _____

LL _____ Bar Code _____

Date Due back to LL _____ Patron Date Due _____

Date of Renewal Request _____ New Date Due LL _____ New Patron Date Due _____

Date Checked In _____ Title record deleted – Yes / No _____ Date LL Notified _____

Date Cancelled _____ Date Completed _____