

INTER-LIBRARY LOAN REQUEST

Your Name: _____

Home Phone: _____ Work Phone: _____

 Library Card Number _____ **You must have a Iredell County Public Library card and have paid all outstanding charges before requesting an Interlibrary Loan**

PLEASE READ THE FOLLOWING

- A. The Iredell County Public Library follows the North Carolina Interlibrary Loan Code. We can request books and newspaper or magazine articles not available at the Iredell County Public Library. However, we cannot request:
- Recently published titles (within the past 1-2 years)
 - More than **THREE** items at one time.
 - Titles already owned by our library unless the item is missing.
 - Rare or valuable materials, including manuscripts, genealogies, etc.
 - Unique materials that would be difficult or impossible to replace (family or county histories).
 - Reference materials (large or multi-volume sets).
 - Audio-Visual materials (videos, tape cassettes, compact disks).
- B. Patrons are required to pay return postage charges for all items borrowed, which are determined by the weight of the package and rarely exceed \$3.00 per item. **In addition, some libraries may charge their own postage and/or fees for items requested.** The patron placing the request must pay any such charges. **Patrons who do not wish to pay such charges must indicate so on this form.** *Failure to pay charges will result in suspension of interlibrary loan privileges.*
- C. Length of loans is determined by the lending library. Some materials can be renewed, but **RENEWAL REQUESTS MUST BE MADE AT LEAST THREE DAYS PRIOR TO THE DUE DATE.** *Failure to return interlibrary loan materials by the due date will result in suspension of interlibrary loan privileges.*
- D. Overdue interlibrary loan items are charged a **late fee of \$1.00 per day.**
- E. Patrons with an outstanding balance or books overdue at Iredell County Public Library will not be eligible for the Interlibrary Loan service until all accounts have been cleared.

1. IF YOU NEED A SPECIFIC ITEM:

Author of book or magazine article: _____

Title of book or magazine article: _____

Title of magazine: _____

	Volume	Number	Date of Issue	Page numbers
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2. IF YOU NEED MATERIAL ON A SUBJECT:

Subject requested _____

_____ Age level _____

3. ALL ITEMS

Material not needed after (date): _____ If you wish to limit charges from other libraries, please indicate DO NOT EXCEED amount here: \$ _____

I have read the above information and agree to comply with all library rules for Interlibrary Loan Requests.

Signature: _____

**PLEASE RETURN INTER-LIBRARY LOAN ITEMS ON TIME.
THERE IS AN OVERDUE FINE OF \$1.00 PER DAY FOR INTER-LIBRARY LOAN ITEMS!**