



Interlibrary Loan Request Form

GUIDELINES FOR REQUESTING ILL's

- ILL loan limit = 4 items (including requests in process, items awaiting pickup, & items checked out)
- Non-print materials cannot be borrowed via ILL (no CDs, DVDs, etc.)
- Items requested must be at least one year old--new, current titles cannot be borrowed via ILL
- Titles owned by GCPL cannot be requested from another library
- ILL borrowers must pay overdue fines & replacement costs assessed by lending libraries
- Loan and renewal periods are specified by lending libraries, not by GCPL
- ILLs must be checked out within 7 days of notification (phone or e-mail notice)

PATRON INFORMATION (*required field)

Library pickup location*:	_____	Date of Request:	_____
Library Card Barcode #*:	_____		
Borrower Name*:	_____		
Borrower E-mail (for digital delivery):	_____		
MAXCOST (amt. willing to pay for fees/photocopies charged by lending library):	_____		

ITEM REQUESTED (ONE PER FORM)

Title*:	_____		
Author(s)*:	_____	ISBN (if known):	_____
Magazine/Journal:	_____		
Date:	_____	Edition:	_____
	_____	Volume:	_____
Issue:	_____	ISSN (if known):	_____
Page(s):	_____	Special Notes:	_____