

## **INTERLIBRARY LOAN PROCEDURE**

Patrons wishing to borrow books from other libraries through interlibrary loan may submit their request via e-mail or using the form provided below. Please consult our Interlibrary Loan Policy for details.

Maximum 3 book or periodical requests per week, per patron, may be borrowed via ILL.

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### **INTERLIBRARY LOAN REQUEST: E-MAIL**

The Bennington Free Library is offering registered patrons the option of requesting interlibrary loan titles via e-mail. Please read our Interlibrary Loan Policy before requesting titles.

*Include the following information for each request:*

*Name and Patron ID# (bar code # from the patron card)*

*Title, author, and publication date of work*

*Publisher's name and edition (if applicable)*

*Additional information/details that will assist us in locating the item*

Please note that the Library does not guarantee delivery of titles requested from other libraries but will make every effort to locate materials available for loan at no cost. If the only copy available requires a use fee, patrons may assume cost of the loan up to a specified amount.

Library staff will contact you via e-mail for authorization if you choose this option.

**Patrons are responsible for paying all late fees and loan fees assessed on their behalf.**

Send interlibrary loan requests to : [ill@bfli.org](mailto:ill@bfli.org)

Please allow 2-3 weeks for item to arrive

*Use form below for in-house ILL request*

**INTERLIBRARY LOAN REQUEST**

**Today's Date** \_\_\_\_\_

Complete all sections on this form and include signature      Limit 3 requests per week.

**PART I: PLEASE PRINT**

Name \_\_\_\_\_ Library Card # \_\_\_\_\_  
Address \_\_\_\_\_ Town \_\_\_\_\_  
Phone # \_\_\_\_\_ Your deadline \_\_\_\_\_

**PART II : PLEASE PRINT**

**A. REQUEST: BOOKS**

Book Title \_\_\_\_\_  
Author \_\_\_\_\_  
Publisher \_\_\_\_\_ Date of Publication \_\_\_\_\_

**B. REQUEST: MAGAZINE ARTICLES**

Title of Periodical \_\_\_\_\_  
Volume No. \_\_\_\_\_ Date \_\_\_\_\_ Page #s \_\_\_\_\_  
Author \_\_\_\_\_  
Title of Article \_\_\_\_\_

**PART III: Source of the information quoted in Part II. PLEASE PRINT**

Title of Source \_\_\_\_\_  
Publisher, Date and page Number \_\_\_\_\_

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**PART IV. THIS MUST BE COMPLETED TO INSTITUTE SEARCH.**

\_\_\_\_\_ I authorize a state search for the requested material.

\_\_\_\_\_ I authorize a national search for the requested material.

Some lenders charge a borrowing fee for searches, I am willing to pay up to \_\_\_\_\_ for any search done on my behalf, or for any photocopy requests filled.

(Average Fees are \$2.00 photo copy fee and \$5-10 per book fee.)

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**READ AND SIGN: COPYRIGHT WARNING**

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Your Signature: \_\_\_\_\_

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**LIBRARY USE ONLY:** Verified: \_\_\_\_\_

Searched: DOL \_\_\_\_\_ PUBCAT \_\_\_\_\_ VSC-Solar \_\_\_\_\_ SMC \_\_\_\_\_ NORCAT \_\_\_\_\_

Locs: \_\_\_\_\_

Requested From Date: \_\_\_\_\_ CCG \_\_\_\_\_ CCL ILL # \_\_\_\_\_