

Interlibrary Loan Request Form

Burke County Public Library

ILL Borrower Responsibilities

- ILL Borrower must have a library card (barcode) number to borrow materials.
- All fines MUST be paid in full before requests may be submitted.
- Please allow a minimum of 2 - 3 weeks for receipt of item
- You may have only 5 ILL requests at a time (whether the items have arrived or are pending).
For each additional ILL request, there is a \$1.00 nonrefundable fee.
- BCPL will notify you or leave a message by phone upon receipt of the item. If we cannot leave a message, we will send you a postcard.
- If you do not pick up an item borrowed for you, you are still responsible for the return postage.
- There is a 10 cent per day fine for each overdue item.
- If you wish to renew an item you must request a renewal by the due date.
- You may only renew an ILL item 1 time.

Signature _____

Please Print Legibly

Material Request

Please circle one: BOOK

LARGE PRINT BOOK

Author _____

Title _____

Please Provide if Known:

Publisher _____ Date _____ ISBN _____

Article Request

Author _____

Title of Article _____

Magazine _____

Volume _____ Number _____ Date _____ Pages _____

Library User Information

Name _____ Today's Date _____

Library Card (Barcode) # _____

Telephone (Home) _____ (Work) _____

Pick up ILL materials at: Please circle one: Morganton Valdese C.B.

Office Use Only: Taken by: _____ Date _____

ILL# _____ Due Date _____ Renewal Due Date _____ Returned Date _____