

INTERLIBRARY LOAN (ILL) INSTRUCTIONS

PART 1: REQUESTING AN ILL (fill out a form for each item a patron requests)

PATRON NAME: _____ Date of request: _____

Patron contact # or address: _____ **Librarian Initials:* _____

TITLE : _____

Article Title: _____

Vol/Issue: _____/_____ Date: _____

If there is a fee, is patron willing to pay? _____

Subject request

*What is the subject? _____

*Beginning or advanced information? _____

*How many books on this subject? _____

(Now you can contact the 800# staff (1-800-261-2838) with your request include the name of our library. If no one answers, leave a message on their voice mail with the above information.)

PART 2: RECEIVING AN ILL

DATE RECEIVED: _____ **Librarian initials:* _____

Lending Library: _____ **DUE DATE:** _____

ILL NUMBER: _____ (Found in upper left-hand corner of ILL paperwork, OR near the bar-code on lending library's paperwork/ no number for items from Anchorage)

Paperwork: Fill in due date (Date item is due back at your library, NOT lenders due date)

Call the 800# with the ILL number, date received & your library name

Save the mailing envelope or box for return shipment

Call your patron & place this ILL slip in ILL box

PART 3: CHECKING OUT AN ILL

Have patron sign this ILL slip & file in ILL box behind patron name. Please honor lending library's due date. Their due date is when it is due back at their library, NOT patron's due date at your library. Call 800# office if you need an extension.

PART 4: RENEWING AN ILL

Call the 800# office if you need to extend an ILL. Only their office can access the computer record for your specific ILL. They will let you know what the new due date is.

RENEWAL DATE: _____ (Date due back at lender) **Librarian initials:* _____

PART 5: RETURNING AN ILL

Fill out date item returned, call the 800# with the ILL # & the date returned. Mail an ILL item to lending library. Please remove old shipping labels from packaging.

RETURN DATE: _____ **Librarian initials:* _____

PATRON SIGNATURE: _____ (patron name & date)

