

Interlibrary Loan Request Form



Interlibrary Loan Policy

Interlibrary Loan* (ILL) items may be checked out for 2 weeks but renewals are possible by calling the ILL coordinator for permission. You must call the library and request a renewal/extension from the ILL coordinator. Some libraries may stipulate a 2 week lending period only with no renewals. Library patrons requesting ILL materials are responsible for any damaged, lost, or stolen items associated with their library account. After completing the form below, visit the library for the ILL coordinator to begin process.

First Name _____ Last Name _____

Street Address (P.O. Boxes are Not Acceptable – Local Physical Address is Required)

City _____ State _____ Zip Code _____

Home Phone: () _____ Work Phone: () _____

Email Address: _____

Library Card #: _____ Home Library: _____

Book Title: _____

Book Author(s): _____

If possible, enter the ISBN, publisher, and publication date in the Comment box below to ensure accuracy. If requesting *Articles* you must provide the magazine name, volume #, and page numbers. Please note, some libraries charge fees for additional copies which you are responsible for payment.

Comments:

I have read, understand, and agree to abide by the Interlibrary Loan Policy as stated above.

Signature _____ Date _____

*Our library does not provide ILL services to other libraries for the following items: audiobooks, DVDs, Blu-rays, music CDs, or Genealogy material therefore we are unable to request these items from other libraries.

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Valparaiso, FL. 32580

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