

**Albuquerque/Bernalillo County Library System  
Interlibrary Loan Request**

**TITLE** \_\_\_\_\_

**AUTHOR** \_\_\_\_\_

**PUBLISHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Any additional information** \_\_\_\_\_  
\_\_\_\_\_

**There is a fee of \$1.00 per request, payable in advance, which is non-refundable in the event we are unable to obtain the material.**

**Maximum additional amount you are willing to pay if the lender charges a fee:**

\$ \_\_\_\_\_ (If none, write "0.")

**At which library do you want to pick up and return the material?** \_\_\_\_\_

\*\*\*\*\* Microforms can only be used in the library \*\*\*\*\*

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**Your name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**Library Card #: 29075** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR LIBRARY STAFF to complete:** Branch Library \_\_\_\_\_

Library card & form verified by: \_\_\_\_\_ Account in good standing? Yes No

Item found listed in: ABCLS catalog? Yes No WorldCat / FirstSearch? Yes No

OCLC # (if located) \_\_\_\_\_ Faxed to Main ILL by: \_\_\_\_\_

Date received: \_\_\_\_\_ Date patron notified: \_\_\_\_\_ Date ILL notified: \_\_\_\_\_

Date returned: \_\_\_\_\_ Notes: \_\_\_\_\_

## About Interlibrary Loan Requests

The Albuquerque/Bernalillo County Library System offers an Interlibrary Loan Service to provide material not owned by libraries in our system.

- There is a \$1.00 **non-refundable fee** per request
- Please print clearly on the form. Illegible requests will not be processed
- You may place a maximum of 3 requests per day. The maximum number of pending requests is 10 per person.
- Lending charges for photocopies and loans may be \$5-20 per request. Please indicate on the form the amount you are prepared to pay should a fee accompany the material you request.
- An electronic request is sent to selected owning locations. If the request is not filled, you may resubmit your request for an additional \$1.00 fee.
- **Overdues:** Please return promptly. Lost and damaged materials are subject to replacement costs and may affect your eligibility for interlibrary loan service in the future.
- **Renewals:** No renewals for interlibrary loan materials. Loan period is determined by the lending library.
- This service is a courtesy of other lending libraries. Please respect their material and loan limits so that this service can continue. Abuse of this service may result in the loss of your borrowing privileges.