

**Thomas County Public Library System
Interlibrary Loan (ILL) Request and Policy Form**

Interlibrary Loan is a service offered to Thomas County Public Library card holders. Your library card must be in good standing, meaning no fines or overdue items. We will attempt to borrow books or receive articles from periodicals that are not available in PINES or Thomas County Public Library System. Try our public access catalog first at **gapines.org**.

Bestsellers, new books released in the last 6 months, or audiovisual (CD=s & Audio Cassettes, Videos & DVD=s) will not be accepted (as most libraries will not loan these items). Please see staff member at Circulation Desk for availability of the above mentioned.

Limited Genealogy requests. Genealogy type books (family, county & state histories) are not usually loaned to any library. Be prepared to offer specific references from genealogy sources if wanting photocopies from these type books. Reference staff and the Heritage Room could be helpful in genealogy research.

TCPLS will avoid borrowing from libraries that charge if possible, in some cases the item is held only by the libraries who charge. If there are any costs for borrowing or for photocopies, patrons are responsible for these charges. The lending library pays for postage as well as we do when returning the item. Please pick up in a timely manner and make sure your date needed by is in a reasonable time.

Generally, the request will take about 1-3 weeks to fill. The due date is determined by the lending library, usually the length of the loan period is 2 weeks. If renewal is needed, the lending library will decide if it can be renewed and what the new due date will be.

We will notify you when your book/article arrives. If we are unable to fill your request, we will contact you. Please provide as much information as possible as requests cannot be searched by subject. The more accurate information we have, the better the results will be.

According to Interlibrary Loan Code our library borrowing privileges can be jeopardized if the books are damaged or not returned on time to the lending libraries. If patron abuses this code, we reserve the right to revoke any interlibrary loan.

**DO NOT RETURN ANY
INTERLIBRARY LOANS TO
BOOKDROP.**

REQUEST FORM ON
BACK OF THIS PAGE

Please be as specific as possible.

Thank You

<u>STAFF USE ONLY</u>
ILL#
Request
Name
Date Req:
Date Rec=d:
Date Ret:

By filling out this form, you agree to our policy and understand that you abide by these guidelines.

(Only 3 requests per patron- NO AV requests)

Date:_____	Staff Initials:_____
Name:_____	
Library Card # _____	
Phone # or Email address:_____	
Date Needed By:_____	
<i>Please provide date as a request could take longer than 3 weeks to fulfill.</i>	

Book Request

Author:_____	
Title of Book:_____	
ISBN:_____	OCLC#_____
Additional Information:_____	

Article Request

Magazine/Journal Title:_____	
Article Author & Title:_____	
ISSN#:_____	Volume#:_____
Issue#:_____	No:_____
Page(s):_____	Date of Mag/Journal:_____
Additional Information:_____	
