



Interlibrary Loan Request Form

- ❖ Patrons are limited to 3 active (pending or received) requests. There are no renewals.
- ❖ Requests are placed within 5 business days but it can take at least 10 additional business days for us to receive your item. You will be contacted when/if the item arrives and have 5 business days to pick it up. We will also contact you if the item is unavailable.
- ❖ We cannot borrow: bestsellers; books published in the last calendar year; media (audiobooks, DVD's); text, reference or genealogy books; magazines; books we have in the collection but are currently checked out.

Today's Date _____

Patron Information

Name _____

Email _____

Phone _____

Request Information

(Please fill out to the best of your ability)

Book Title _____

Author _____

Date Published _____

Please write down any other information that may better help us fill your request. This includes any special edition you might want, where you heard about the book, if it is an award winner, etc.

STAFF USE ONLY

Do we own this item? YES NO

If YES, contact the Patron Date Contacted _____

REQUEST INPUT

Request in System Date _____ Request ID # _____

Lending Library _____

Lending Phone _____

Lending Email _____

Item due to Lending _____

RECEIVED/PICKED UP

Date Received at BCPL _____

Date Patron Contacted _____ PHONE EMAIL

Hold till Date _____

(5 days from contact date)

Date Picked Up _____

Due date at BCPL _____

(3 days prior to lending return date, or 2 weeks)

RETURNS

Returned to BPCL _____

Returned to Lending _____ **Arrived at Lending** _____