

## **INTERLIBRARY LOAN POLICY**

Nicholas P. Sims Library patrons can request Interlibrary Loans (ILLs) either in person at the Circulation Desk, or online: <http://www.texasgroup.worlecat.org>

Patrons will need their Sims Library card number and pin number.

- Only books can be requested – no audio or video materials
- Fee is \$3.50 per requested item\*
- Payment is expected when the request is filled
- Checkout period varies by lending library
- There is a limit of four open requests at any one time per patron

\*Patrons who fail to return materials borrowed on their behalf will be charged the cost of the item (as determined by the lending library) plus a \$6 processing fee. If a patron fails to pick up Interlibrary Loan items on three (3) occasions, Interlibrary Loan service will be revoked.

Original: Unknown  
Reviewed: 2016, 2017

Approved by the Library Board of Trustees

**ILL REQUEST**

**NONREFUNDABLE**

Fee to be paid at time of request

The arrival of item & length of checkout time is determined by the **lending library.**

Date Requested \_\_\_\_\_ Date Received \_\_\_\_\_ Date Returned \_\_\_\_\_ Trans. No \_\_\_\_\_

## Book Request

Title \_\_\_\_\_

Author \_\_\_\_\_ ISBN \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

Copies of Pages \_\_\_\_\_ through \_\_\_\_\_



## Patron Information

Library Card Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Last Available Date for Item \_\_\_\_\_

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Init. \_\_\_\_\_