



ILL Policy and request form

Authority: Library Advisory Board

Update history: Policy adopted Newberg Public Library Advisory Board July 1998, reaffirmed July 2018

Newberg Public Library provides Interlibrary Loan as a service to its registered borrowers. Requests for materials located in libraries outside our three county system provide customers with material unavailable to them in any other fashion. In order to make this service available to all at no charge, certain restrictions are placed on the number of ILLs that can be in process (on order or checked out) at any one time. Also we are unable to request new books or certain genealogical and reference items.

- Patrons may have no more than five (5) items either on order or checked out at any one time and have an annual limit of ten (10) items checked out per calendar year.
- Any items requested and received beyond the 10 will be charged at a rate of \$10 each. This fee will be paid at the time of order and if the item is not received, it will be refunded.
- Late fees will be added to patron's record for items returned after the due date. Rates charged are the same as our in-house items.

ILL REQUEST FORM

Date requested: _____

Book _____ Audio book _____ DVD/VHS _____ Micro film/fiche _____

Book Title: _____

_____ Author: _____

ISBN # or OCLC # _____ Edition: _____

Article Title: _____

_____ Name of Periodical: _____

Authors: _____ Date: _____

Page Numbers: _____

Your Name: _____ Phone: _____

Library card Number: _____

Date sent: _____ Initials _____