

Interlibrary Loan Agreement Form

Please print and fill out this form with as much information about the requested material as possible.

We cannot guarantee when an ILL will be available for pickup. Most requests are available for pickup within 4 to 6 weeks. We do not accept ILL requests for materials needed within 3 weeks. The library will call you as soon as your request is available for pick up.

Patrons requesting a book will be charged one way postage for the return of the borrowed item. Rates are based on current postage. If there are any additional fees associated with receiving the interlibrary loan, the patron will be contacted before the request is processed.

The patron is responsible for materials once they are checked out to the patron. Houston County Public Libraries will charge the patron's account with the cost of the item plus any additional processing fees the lending library requires if the item is lost, damaged or has any late fees as a result of being overdue by the patron.

*Indicates Required Information

*Patron's Signature: _____ Date: _____

*Patron's Name: _____

*PINES Library card #: _____

*Telephone: _____ Email: _____

Book Requested:

Author: _____

Title: _____

Publication Date: _____ ISBN: _____

Will you accept a substitution (i.e. earlier edition)? Yes No

Journal/Newspaper Article Photocopies:

Author: _____

Journal/Newspaper Title: _____

Article Title: _____

ISSN: _____ Date: _____ Pages: _____

Return to: Reference Desk
Nola Brantley Memorial Library
721 Watson Blvd.
Warner Robins GA 31093
Fax: 478-929-8611; Attn: Reference Desk