

## Ridgway Public Library Interlibrary Loan Request

### Interlibrary Loan Policy:

1. You must have a valid Ridgway Public Library card with no outstanding fees on the account to request an interlibrary loan.
2. Many books are available for interlibrary loan. However, reference books, books copyrighted within one year of the current date and books owned by the RPL are not available for interlibrary loan.
3. Interlibrary loan books will be held for seven (7) working days after the patron has been notified of arrival. On the eighth (8) day, the book will be returned to the lending library.
4. After a loan request has been submitted to a lending institution, the patron is responsible for any ensuing loan charges even if the patron cancels the request or fails to pick up the book requested.
5. Interlibrary loan service is a privilege accorded to patrons by lending institutions, contingent upon the timely return of interlibrary loan books to the lending institutions. Thus, interlibrary loan privileges may be revoked for patrons who return books after the date due.
6. Fines for overdue interlibrary loan items are \$1.00 per day.

Copyright Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.



**Signature required to indicate compliance with copyright restrictions and library policy stated above**

Please fill out request completely.  
PRINT CLEARLY

Your name: \_\_\_\_\_

Ridgway Public Library card number: \_\_\_\_\_

Preferred method of contact: (phone) \_\_\_\_\_ (email) \_\_\_\_\_

Media Type (check one):     BOOK             LARGE PRINT BOOK             AUDIO BOOK             DVD

Today's date: \_\_\_\_\_                      Date after which item is not needed: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Director/Performer: \_\_\_\_\_

Notes/Comments/Additional Information for Library Staff: \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be completed by Ridgway Library staff:

- ISBN: \_\_\_\_\_ Publisher & Date: \_\_\_\_\_
- Patrons library card is valid and has no outstanding fees: \_\_\_\_\_ (please initial)
- ILL ordered by: \_\_\_\_\_ (please initial)
- ILL record created by: \_\_\_\_\_ (please initial)
- ILL returned by: \_\_\_\_\_ (please initial)