

# Interlibrary Loan Request Form

## Salem Public Library

The Salem Public Library makes every attempt to ensure that our collection contains materials that suit the needs of most patrons; however, we also offer Interlibrary Loan services to supplement our collection. Interlibrary Loan services are available to patrons with a current Roanoke Valley Library card in good standing (fines must be under \$10.00).

### **Materials requested through Interlibrary Loan must meet the following criteria:**

- Publish date older than 6 months
- Not currently held at any library in the Roanoke Valley Library consortium (City of Salem, Roanoke County, Roanoke City, Botetourt County)

### **Interlibrary Loan Guidelines:**

1. Check to see if the title of the book, DVD, journal article, microfilm, etc. is available through Roanoke Valley Library consortium; if it is not, move to step 2.
2. Complete this ILL request form, providing as much detail as possible and acknowledging that you will pay the \$4.00 ILL fee.
3. Library staff will request the material for you; please allow at least 2 weeks for shipping. You will be notified if no library is able to provide the material you requested.
4. Library staff will notify you of your item's availability in the manner you requested when your item is available for pickup; the item is checked out to you upon its arrival, and the lending library sets the due date and renewal abilities.
5. When you pick up the item, please note the due date on the paper wrapping. Please note that renewals are often available from the lending library, but must be requested in advance of the due date. Do NOT remove the wrapping.
6. Items obtained through Interlibrary Loan must be returned to the front desk at the Salem Public Library; they cannot be placed in the bookdrop or returned to other library in the Roanoke Valley Library consortium. There is a \$1/day overdue fine.

I accept the \$4.00 ILL fee to help cover the cost of shipping between libraries.  
 I have read and accept the guidelines outlined above.

### **Please fill out the following information to the best of your ability:**

Item type (circle one): Book   Audiobook on CD   DVD   Article   Microfilm

If book, would you like (circle one): Regular Print   Large Print   Doesn't Matter

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

Publisher/Date/Edition: \_\_\_\_\_

Journal Title: \_\_\_\_\_ Journal Volume/Issue: \_\_\_\_\_

Journal Article Pages: \_\_\_\_\_ Microfilm Reel Info: \_\_\_\_\_

Your Name: \_\_\_\_\_ Library Card #: 199990 \_\_\_\_\_

Home/cell phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Staff Use Only: Date submitted:** \_\_\_\_\_ **Intake staff initials:** \_\_\_\_\_