



Date: \_\_\_\_\_

### Thank you for using the Washington County Library - Interlibrary Loan Program

This wonderful program allows you to request books, DVDs, audio books, maps and other items as well as articles from newspapers, magazines, journals and other electronic sources from participating libraries across the nation.

Most libraries do not lend "New" items from their collections. The Washington County Library does not advise ordering a title if it has been published within the last 6 months. Instead, please use the "Patron Request Form"

We would like you to be aware of the following information before using this form to request an Interlibrary Loan Item:

#### Fees:

The Washington County Library charges a \$4.00 fee to cover the postage fees associated with shipping the items back to the lending library. If you decide to cancel your request after the item ships from the lending library, the fee is still charged.

Most articles from magazines, newspapers, journals and other electronic sources can be transmitted via email for free. However, if the article must be printed for you by the Washington County Library, the cost will be \$0.10 per page (1 side) for b&w copies and \$0.50 for color copies.

Lending libraries may choose to charge additional lending, imaging or copying fees or decide to place lending restrictions or conditions (such as "In library use only") on the item(s) that they choose to lend. Your library will notify you if there are any additional charges or restrictions prior to the shipment of the item(s) and you will be given the option to accept or refuse the fees or restriction. Refusing the fees or conditions will mean that the item will not arrive.

Interlibrary Loan items often carry higher than average replacement costs. Should the item(s) you request become lost, stolen, missing or damaged while in your possession, you will be responsible for the full replacement cost of the item(s) as well as any processing fees charged by the lending library.

Before placing your request for an Interlibrary Loan items, you may also want to check Amazon.com or Abebooks.com to see if the title you want is available for under \$4.00.

Please remember that the Dixie University Library is also available to Washington County residents for the library card fee of \$25.00. Contact the University Library (652-7714) for more information. If you feel you may be ordering more than 6 items a year through the interlibrary loan program (\$24.00 cost), the University library card may be more economical in the long run.

#### Shipping and delivery Times:

Because most Interlibrary Loan items are mailed via the USPS with the "media mail" designation, it can take 4 to six weeks (sometimes longer) for Interlibrary Loan items to arrive.

You will be notified as soon as the item arrives. The length of the loan times is usually three weeks and renewal options are limited. When you are notified that your request has arrived, please pick it up as soon as possible because the lending period includes the time between arrival of the book and the date it is due back to the lending library.

Name: \_\_\_\_\_

Library Barcode #: \_\_\_\_\_

Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I want to pick this title up at the \_\_\_\_\_ branch.

I have read and understood the Interlibrary Loan information included on this form and I am aware that there is a \$4.00 charge to cover the postage of returning the item(s) back to the lending library. The fee will be required at the time of checkout. Articles from magazines, journals, newspapers or electronic sources are free if they can be emailed. Printed copies of articles will cost \$0.10 per page (b&w) \$0.50 for color.

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

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

Series Name: \_\_\_\_\_

Series # \_\_\_\_\_

For Magazine, newspaper or Journal Articles: \_\_\_\_\_

Date(s): \_\_\_\_\_

Vol#: \_\_\_\_\_

ISSUE #: \_\_\_\_\_

Pages: \_\_\_\_\_

Please include comments or additional information on the back of this form.

#### Returning an Interlibrary Loan item:

You may return your Interlibrary Loan item(s) to any of the eight libraries in the Washington County Library system.

Please be sure to return all attached barcodes, bookmarks, "book bands" or paperwork that were included with the item(s) at the time of checkout.

If you have any questions or need additional help with your Interlibrary loan request, please call the library.

Jane Mann – Interlibrary Loan Librarian

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435-256-6322 ILL direct line

435-634-5741 Fax