

INTERLIBRARY LOAN REQUEST FORM

All Interlibrary Loan materials must be used in the library except photocopies and materials borrowed from *local counties*. Materials may be sent to branches for reference use only. The D.C. Public Library does not borrow from the Library of Congress or from any institution within the District of Columbia, unless they do not have an *open door policy*. It is the patron's responsibility to know the amount it will cost for materials being requested. If you are not sure, then you need to state the maximum amount of money you are willing to pay for services. Patrons must pay all postage, handling or photocopying charges. The D.C. Public Library does not charge, but some lending agencies do.

Maximum amount willing to pay \$ _____ (+\$5.00) for UPS mailing.

Signature: _____ Today's Date: _____

Name: _____ Deadline Date: _____

Address: _____

Library Card Number: 2 1172 _____

Phone: (H) _____ (W) _____

E-mail address: _____

PLEASE PROVIDE ALL AVAILABLE INFORMATION

BOOK: - CALL NUMBER: _____

AUTHOR: _____

TITLE: _____

PUBLISHER & DATE: _____

PERIODICAL ARTICLE/MICROFILM

TITLE OF PERIODICAL: _____

VOLUME: _____ DATE: _____ PAGES: _____

TITLE OF ARTICLE: _____

AUTHOR OF ARTICLE: _____

YOUR SOURCE FOR THIS INFORMATION: _____