

Interlibrary Loan Request Form

Request No.: _____ Date: _____ Need before: _____ Notes: _____ DUE _____ [] Return
Call No.: _____

**Harford County Public Library
Bel Air Branch
Interlibrary Loan Dept. -Attn: Julia Green
100 E. Pennsylvania Avenue
Bel Air, Maryland 21014**

insured
Packing Requirements
RESTRICTIONS: [] Library use only
[] Copying not permitted
[] No renewals [] _____
NOT SENT BECAUSE:
[] In use [] Lacking [] Not

Patron information:
Book author, OR, Serial title, volume, issue, date, pages; OR Audiovisual title: _____

owned
[] At bindery [] Cost exceeds limit
[] Non Circulating [] Lost
[] Not found as cited [] On order
[] Not found on shelf
[] Lacks copyright compliance
[] In process [] Request on _____
[] Hold placed [] Poor Condition
[] Estimate Cost of Loan \$ _____
Photocopy \$ ____ Microfilm/fiche \$ ____
[] Prepayment required

Book title, edition, imprint series; OR, Article author, title: _____ This edition only

Verified in; AND/OR Cited in: by phone
ISBN, ISSN, LCCN, or other bibliographic number: _____

BORROWING LIBRARY REPORT:
Date received _____ Date returned _____
Returned via _____ Insured for \$ _____

Request complies with _____ Authorization: _Julia Green

Payment provided \$ _____

X] 108(g) (2) Guidelines (CCG)
X] other provision of copyright law (CCL) Telephone: 410-638-3151 ext 253

RENEWALS:
Date requested _____
New due date _____
Renewal denied _____

TYPE OF REQUEST:
x] LOAN; WILL PAY FEE _____
[] PHOTOCOPY; MAX COSTS ____
[]

LENDING LIBRARY REPORT: Date
Date shipped: _____ via _____
Insured for \$ _____ Charge \$ _____