



Policy

Individuals with a valid library card in good standing may submit interlibrary loan requests for items that the library does not own.

- The length of time it takes to obtain an ILL varies.
- The length of time the owning library allows the book to be checked out may vary from our normal check out times.
- Up to 5 interlibrary loan items may be checked out simultaneously.
- Failure to pick up an interlibrary loan or to return it by the due date will result in requesting privileges being revoked for 12 months.
- The cardholder will be charged any fees charged by the owning library for damage, loss, late return, etc.

Cardholder Information	Item Information
Library Card Number: _____	Title: _____
Name: _____	Author: _____
Phone: _____	Please circle the format desired:
Email: _____	<i>Book, Large Print Book, DVD, CD, Other</i>
Today's Date: _____	Date needed by, if any: _____

Do not fill out below this line.

Staff Use Only	
Date Requested in OCLC: _____	Type: <i>Fiction, Nonfiction</i>
Owning Library: _____	Intended Audience: <i>Kids, Teen, Adult</i>
Date Received: _____	Pickup Location: _____
Owning Library Date Due: _____	ACPL Due date: _____
Date Mailed Back: _____	Date Returned: _____