



### **ILL Policy and request form**

**Authority: Library Advisory Board**

**Update history: Policy adopted Newberg Public Library Advisory Board July 1998, reaffirmed July 2018, updated November 2024**

Interlibrary Loans (ILLs) are provided as a service to Newberg Library patrons with a valid library card. Requests for materials located in libraries outside the Chemeketa Cooperative Regional Library Service (CCRLS) system provide customers with material otherwise unavailable to them. Items published in the last year are not available for ILL. Not all materials requested are able to be fulfilled.

- Patrons may have no more than five (5) ILL items either on order or checked out at any one time and have an annual limit of twelve (12) ILL items checked out per calendar year.
- Any items requested and received beyond the 12 will be charged at a rate of \$5 each. This fee will be paid at the time of the order and if the item is not received, it will be refunded.
- Late fees will be added to the patron's record for items returned after the due date. Rates charged are set by the lending library.

## ILL Policy and Request Form

Newberg Public Library provides Interlibrary Loan as a service to its registered borrowers. Requests for materials located in libraries outside our three-county system provide customers with material unavailable to them in any other fashion. To make this service available to all at no charge, certain restrictions are placed on the number of ILLs that can be in process (on order or checked out) at any one time. Also, we are unable to request new books or certain genealogical and reference items.

- Patrons may have no more than five (5) items either on order or checked out at any one time and have an annual limit of twelve (12) items checked out per calendar year.
- Any items requested and received beyond the 12 will be charged at a rate of \$5 each. This fee will be paid at the time of the order and if the item is not received, it will be refunded.
- Late fees or lost fees will be added to patron's record for items returned after the due date or lost. The rates charged are determined by the lending library.

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

Staff taking request: \_\_\_\_\_

Book ☐

Audiobook ☐

CD/DVD ☐

Article/Other ☐

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

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

ISBN #: \_\_\_\_\_

Notes: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

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

Initials: \_\_\_\_\_