

INTERLIBRARY LOAN REQUEST
Materials Available Outside of the Minitex Service Area

The Minitex Service Area encompasses Minnesota, North Dakota, South Dakota, and Wisconsin

Date: _____

Title: _____

Author: _____

ISBN: _____

Patron Name (print): _____

Patron Signature: _____

Phone number: _____

ECRL card number: _____

There is a minimum, non-refundable, fee of \$10.00 for every interlibrary loan request filled outside of the Minitex Service Area. This fee must be paid at the time the request is submitted.

DEPOSIT PAID: _____ **STAFF INITIALS** _____

Patron agrees to pay UP TO the following amount: _____

If the cost of the loan exceeds the “up to” amount indicated above, the request will not be processed, and the \$10.00 fee will be refunded. If, after the item arrives, the patron refuses to pay the “actual cost” of the loan, up to the amount indicated on this form, the “actual cost” will be assessed on his or her ECRL library card. The initial payment of \$10.00 will be applied to this amount.

By signing this form, the patron agrees to abide by the lending policies of East Central Regional Library.

(rev. 2 April 2010)