

Bay City Public Library
Interlibrary Loan Agreement Form

We cannot guarantee when an ILL will be available for pickup. Most requests are available within 1-2 weeks. We do not accept ILL requests for materials needed within 1 week. The library will call you as soon as your request is available.

We do not interlibrary loan DVD's, audios or an item published within the last 6 months.

Patrons requesting a book will be charged one way postage for the return of the borrowed item. Rates are based on current postage. If any additional fees are associated with receiving the loan, the patron will be contacted before the request is processed. **Payment for the ILL is due upon receipt of loan. If patron cancels the loan after it has been shipped or fails to pick up loan, the patron is still responsible for the postage. There is a .25 per day late fee.**

The patron is responsible for materials once they are checked out to the patron. Bay City Public Library will charge the patron's account with the cost of the item plus any additional fees the lending library requires if the item is lost, damaged or has any late fees as a result of being overdue by the patron.

Patron's Name: _____

BCPL Library Card #: _____

Telephone #: _____

Patron's Signature: _____ Date: _____

Book Requested: _____

Author: _____

Title: _____

Publication Date: _____ ISBN: _____

Will you accept a substitution (i.e. earlier edition)? Yes__No__ Last date needed: _____

Journal/Newspaper Article Photocopies:

Author: _____

Journal/Newspaper Title: _____

Article Title: _____

ISSN: _____ Date: _____ Pages: _____

Return To: Reference Desk
 Bay City Public Library
 1100 Seventh Street
 Bay City, TX 77414