

INTERLIBRARY LOAN POLICY

Nicholas P. Sims Library patrons can request Interlibrary Loans (ILLs) either in person at the Circulation Desk, or online: <http://www.texasgroup.worlecat.org>

Patrons will need their Sims Library card number and pin number.

- Only books can be requested – no audio or video materials
- Fee is \$4 per requested item*
- Payment is expected when the request is filled
- Checkout period varies by lending library
- There is a limit of four open requests at any one time per patron

*Patrons who fail to return materials borrowed on their behalf will be charged the cost of the item (as determined by the lending library) plus a \$6 processing fee. If a patron fails to pick up Interlibrary Loan items on three (3) occasions, Interlibrary Loan service will be revoked.

Original: Unknown
Reviewed: 2016, 2017, 2024

Approved by the Library Board of Trustees

ILL REQUEST

NONREFUNDABLE

Fee to be paid at time of request

The arrival of item & length of checkout time is determined by the **lending library.**

Date Requested _____

Date Received _____

Date Returned _____

Trans. No _____

Patron Owes: _____

Patron Paid: _____

Date Paid: _____

Staff Initials: _____

Book Request

Title _____

Author _____ ISBN _____

Publisher _____ Publication Date _____



Patron Information

Library Card Number _____

Name _____

Address _____

Home Phone # _____ Alternate Phone # _____

Last Available Date for Item _____

Patron Signature _____ Date _____

Staff Init. _____