



Interlibrary Loan Requests

Interlibrary loan is a service that allows your library to borrow materials for you from another library.

1. You must have a valid Glendale or Pasadena library card and pay any outstanding library fines before we can process your request.
2. Glendale Public Library does not charge for the service of interlibrary loan but loaning libraries may charge fees, such as postage and special handling, that must be covered by you, the borrower.
We will first request the material from libraries that loan free. You will be notified when a free loan option is not available. You may need to prepay the fees in order to continue the request. We will notify you of any fees by phone or mail.
3. The library cannot borrow audiovisual materials, most reference books, and books published within the last year.
4. You may submit a maximum of 3 requests per week.
5. Be prepared to wait 5-6 weeks for the material to arrive - sometimes it takes longer.
6. You will receive a postcard when your interlibrary loan item has arrived. You must pick up your material within 7 days; after that it will be returned to the lending library. Most materials may be borrowed for 3 weeks; some have shorter loan periods. Interlibrary loan materials may **not** be renewed.
7. If we are unable to locate the material in any library, you will be notified by mail. In these cases, prepaid charges may be refunded or credited by contacting the library.
8. Late fines for interlibrary loan materials are charged at the rate of \$1.00 per day overdue. Please return items promptly.

Title: _____ Date Requested: _____

Date: _____ IL: _____

Interlibrary Loan Request

Patron Record Verified Branch: _____ Staff: _____

Title: _____

Author: _____

Publisher: _____ Edition: _____ Pub. Date: _____

Notes: (source of title, etc.) _____

Patron Barcode: _____ Patron Phone(s): _____

Patron Name: _____

Address: _____ City: _____ Zip: _____

Free Loan Only Willing to pay borrowing costs. Patron will be notified if required to prepay.

FOR STAFF USE ONLY

Checked fines OCLC: _____ Advanced payment received \$ _____ Date _____

Notes: _____

Requested from: _____ Received from: _____ Returned: _____