

Interlibrary Loan (ILL) Instructions

Requesting Library: Dillingham Public Library

Please complete this box

Patron's Name: _____
Phone Number: _____
Email: _____

Circle One:

Book • DVD • CD • Audiobook • VHS • Ready to read tub • Other: _____

Item Title: _____ Adult / Youth

Author: _____

Or Subject Request: _____ How many Items? _____

Today's Date: _____

DO NOT WRITE IN THIS BOX

This box is completed by the Dillingham Public Library staff

Email request sent on: _____ Make sure you fill this out so we know when we sent the email request

Ordering an ILL:

Email apl800@muni.org with the patron's name, item title, and author (if applicable). Sign your name.
File this paper in front of the orange files in the cabinet drawer.

Receiving an ILL:

Date Received: _____ Librarian's Initials: _____
Lending library: _____ Due Date: _____ (In 2 Weeks)
ILL Number: _____ (Found on packing slip or in APL's email)

Email apl800@muni.org with the patron's name, item title, author, and ILL # if applicable, and let her know we received the item(s). Sign your name.

Finish processing the item(s) using the "Interlibrary Loan (ILL) Paperwork Instructions" paper located in the "ILL Paperwork (Blank)" folder or in the shared files.

Picking up an ILL:

Have the patron sign this sheet on pickup. Renew the items if necessary. After pickup put this paper behind the orange files in the drawer.

Renewing an ILL:

Email apl800@muni.org with the patron's name, item title, author, and ILL # if applicable. Sign your name. They will give you the new due date.

Returning an ILL:

Return Date: _____ Librarian's Initials: _____

Email apl800@muni.org with the patrons name, item title, author, and ILL # and let them know to expect the item(s). Also let them know if the item(s) were borrowed by any other patrons.

Package any and all ILL's and bring them to city hall for postage. Send them in the mail and file this paper in the bottom left drawer at the left computer desk under "ILL Returned."

Sign On Pickup:

Patron Signature: _____ Date: _____