

INTERLIBRARY LOAN (ILL) INSTRUCTIONS

Requesting Library: Dillingham Public Library

This box to be completed by the library card holder

Patron's name: _____

Circle One:

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

Email: _____

Phone: _____

Item Title: _____ Adult or Youth?

(or Subject Request _____ How many books on this topic? ___)

Date of request: _____

This box to be completed by Dillingham Library Staff

Part 1: Ordering the ILL

Email apl800@muni.org or call the 800# and request the item from Anchorage ILL Staff. Sometimes they will need the OCLC # from World Cat if an exact edition is requested.

PART 2: RECEIVING AN ILL

DATE RECEIVED: _____ *Librarian initials: _____

Lending Library: _____ DUE DATE: _____

ILL NUMBER: _____ (Found in upper left-hand corner of ILL paperwork, OR near the bar-code on lending library's paperwork/ no number for items from Anchorage)

Paperwork: Fill in due date (Date item is due back at your library, NOT lenders due date) Staple all paperwork to this form. Email apl800@muni.org or Call the 800# with the ILL number, date received & your library name. Save the mailing envelope or box for return shipment (it helps to write the title on the box.) Check the item out to the patron then Call your patron & place this ILL slip in the item on the hold shelf.

PART 3: CHECKING OUT AN ILL

Have patron sign this ILL slip & file in received ILL file behind patron's last name. Please honor lending library's due date. Their due date is when it is due back at their library, NOT patron's due date at your library. Email or Call 800# office if you need an extension.

PART 4: RENEWING AN ILL

Email or Call the 800# office if you need to extend an ILL (not available on all items). Only their office can access the computer record for your specific ILL. They will let you know what the new due date is.

RENEWAL DATE: _____ (Date due back at lender)*Librarian initials: _____

PART 5: RETURNING AN ILL

Fill out date item returned, call or email the 800# with the ILL # & the date returned. Mail an ILL item to lending library. Please remove old shipping labels from packaging.

RETURN DATE: _____ *Librarian initials: _____

(When the item is picked up)

PATRON SIGNATURE: _____ Date ____ / ____ / ____