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# InterLibrary Loans Purchase Requests

<p>_____</p> <p>Date</p> <hr/> <p>Title</p> <hr/> <p>Author</p> <hr/> <p>ISBN</p> <hr/> <p>Pub Date                      Edition</p>	<p><b>Media Requested</b></p> <hr/> <p>Book <input type="checkbox"/>      Large Print <input type="checkbox"/></p> <hr/> <p>AudioBook:</p> <p>CD <input type="checkbox"/>              Cassette <input type="checkbox"/></p> <hr/> <p>Video:</p> <p>DVD <input type="checkbox"/>              VHS <input type="checkbox"/></p> <hr/> <p>Music CD <input type="checkbox"/></p>
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### Patron Information

_____	_____	_____
Last Name	First Name	Card No.
_____	_____	_____
Phone	E-Mail	Can Use Anytime?      Cancel After
		_____      _____ Weeks

<i>Interoffice Use</i>		<i>Staff Verification :</i>
<i>Date:</i>	<i>ILL No.:</i>	_____

### LML InterLibrary Loan Request Information

- New books are not available through ILL but will be considered for purchase as part of our collection.
- ILLs will be processed as soon as possible but receipt is dependent on availability and location of the lending library. Upon receipt of the item requested, you will be notified.
- Due dates are set by the lending library and items are checked out to your account on the day they are received by LML.
- ILL items may not be renewed.
- There will be a \$1.00 charge per item per day for late items.
- If items are not picked up in a timely manner, they will be returned. There is a \$1/item charge for ILL items not picked up.
- There may be charges for ILL requests. You will be notified for approval before your request is processed.
- Please make an effort to return items on time in order to prevent LML from losing borrowing privileges.