

Interlibrary Loan Request

Library Information

Pickup Branch: _____ Date: _____
Staff Name/Branch: _____ Cancel After: _____
Reference loan acceptable? Yes No

Item Information

Author: _____
Title: _____
Edition: _____ Any edition? Yes This edition only: _____
Language: _____ Format: _____

Verification

TPL catalogue : _____ Other : _____
Comments /Sources : _____

Cost

The Toronto Public Library does not charge customers for Interlibrary Loan services unless charged by the lending library. When costs are charged by the lending library we pass them on to TPL customers. Interlibrary Loan customers agree to pay replacement costs in the case of damaged and lost materials.

- A) I prefer only free Interlibrary Loan service.
- B) I agree to pay a charge for Interlibrary Loan service (as per the examples of typical interlibrary loan charges on the reverse), not to exceed: \$ _____
Signature: _____
- C) Telephone customer: agrees to pay charge for Interlibrary Loan service as explained by staff, not to exceed: \$ _____

These charges must be paid when ILL orders are picked up. Patrons will be charged for orders which are not picked up.

Personal Information

Name: _____
Library Card Number: _____
Home Phone: _____ Work Phone: _____
Email address: _____

The Personal information on this form is collected under the authority of the Public Libraries Act and the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the library and the provision of library services and programs by Toronto Public Library. Questions related to the collection of this personal information should be directed to The City Librarian's Office, Toronto Public Library, 789 Yonge Street, Toronto, ON, M4W 2G8, Telephone: 416-393-7032.

For ILLO Staff Only:

ILL Report: _____	Date Received _____	Date Due _____	
Item Barcode: _____		Renewable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Renewal Requested: _____		Date Returned: _____	

Sample Interlibrary Loan Charges:

In Canada:

Public Libraries: usually no charge
 University Libraries: usually \$10 – \$20 range

United States:

Public Libraries: usually \$20 – \$30 range (USD)
 University Libraries: usually \$20 – \$30 range (USD)

Church of Jesus Christ of Latter Day Saints

Family History Centre microfilms

1 microfilm: \$5.50 (USD)
 each renewal: \$5.50 (USD)

Overseas:

Charges include cost of shipping plus charges ranging from \$10.00 – \$100.00 (plus exchange).

ILL Order Number: _____

Charges, if applicable:

Interloan fee (Can)	\$ _____
Interloan fee in other currencies: _____ (Currency) × Exchange Rate _____	\$ _____
Other (Itemize)	\$ _____
Total Fees	\$ _____