

Taylor Public Library Interlibrary Loan (ILL) Request Process

See Taylor Public Library ILL policy for more details.

Interlibrary Loan is a cooperative service among libraries for obtaining materials not available in the local library system. A paper request form must be filled out and turned in to the Taylor Public Library (see form below). Patrons pick up, check out, and return requests to the Taylor Public Library.

General rules: Items requested will check out for 2 weeks from the date of pick up. Not all ILL items can be renewed. Patrons may have up to 3 requests outstanding at any one time. The order in which multiple requests will arrive cannot be guaranteed. If you have not heard back from the library after 10 days concerning a request, please call & check with library staff: 512-352-3434.

Requirements: Anyone with an active TPL membership in good standing may use ILL services, having had their TPL card for 1 month before requesting an ILL. Visiting TexShare card holders are not eligible for ILLs.

Reasons for loss of privileges: Returning ILL materials late/overdue, damaging ILL materials, and not picking up ILL materials. Fines/fees will accrue for damaged and late items. The library director has authority to revoke privileges.

Patron responsibilities:

Notify library staff if you no longer need or will not be able to pick up ILL requests.

Return your ILL items in on time.

Take care of and return ILL materials in the condition they were checked out.

Notice warning concerning copyright restrictions:

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read, understand, and agree by the ILL Policy as stated above.

Patron Signature: _____ Date: _____

Taylor Public Library ILL Request Form

ONE REQUEST PER FORM, UP TO THREE REQUEST AT ONE TIME

Patron Name: _____ Card #: 27721000 _____ Date: _____

Phone #: _____ E-Mail: _____

Title: _____ Author: _____

Material type (please circle) BOOK CD DVD VHS Special Notes: _____

TPL Holdings Checked: _____ Patron Status: _____ Patron Type: _____ Staff Initials: _____ Check ILL requests (max:3): _____

Pub. Date: _____ ISBN: _____ OCLC #: _____

Available? yes no & reason _____

Request Submitted: _____ ILL Rec'd @ TPL: _____ Lender Due Date: _____ Date Ret'n: _____

Condition of Item: _____

Lending Library: _____

Lender Notes: _____ NRE# _____