

**FINDLAY - HANCOCK COUNTY**  
**PUBLIC LIBRARY**

**FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY**  
**INTERLIBRARY LOAN (ILL) REQUEST FORM**

Library barcode: 2306400\_\_\_\_\_

Date of request: \_\_\_\_\_

Name: \_\_\_\_\_  
(!Verify information on account!)

Preferred contact method:

E-mail: \_\_\_\_\_

Phone Call: \_\_\_\_\_

Adult    Teen    Children's

Fiction    Nonfiction    Large Print    CD    BLU-RAY    DVD    Book on CD    Magazine    Microfilm/fiche

Author: \_\_\_\_\_

Title: \_\_\_\_\_

ISBN: \_\_\_\_\_ Publisher: \_\_\_\_\_

OCLC # (Worldcat.org): \_\_\_\_\_ Year: \_\_\_\_\_

**BORROWING POLICIES AND RESTRICTIONS**

1. You must have a current FHCPL or SEO member library card to request an ILL. Items must be picked up and returned to an FHCPL location.
2. Patrons may check out 5 ILLs at a time. Additional request forms may be submitted but will not be processed until current ILL checkouts are below 5.
3. The lending library determines the borrowing period. A fee of \$0.10 per day will be charged for overdue ILLs. Late fines imposed by the lending library will not be waived.

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Staff initials \_\_\_\_\_ Request reviewed by Department Manager \_\_\_\_\_

For library use only: Request sent to SEO \_\_\_\_\_ Received \_\_\_\_\_ Returned \_\_\_\_\_

Request ID # \_\_\_\_\_ Due Date: \_\_\_\_\_ Notified Date: \_\_\_\_\_

Notes: \_\_\_\_\_ Email\_\_ Phone\_\_ Voicemail\_\_