

Interlibrary Loan Request Form
Hampton Public Library – Special Collections: 757-727-1314

Choose pick-up location:

Main Library Northampton Willow Oaks Phoebus

Request date _____ Home Phone _____
Name _____ Work Phone _____
Home Address _____ Email address _____
Cannot use after date _____ Cost limit _____ Cellular Phone _____

Book/Journal Title _____
Book/Journal Article Author _____
Book Publisher/Article title _____
Publication date; edition; volume; number; pages; ISBN _____

A maximum of 5 ILL items can be requested & checked out at one time. No requests accepted for items published within previous year.

Please read before signing this agreement between you and the Hampton Public Library. You are agreeing to:

- Pick-up and return on time the item(s) that we borrow for you. The Library's electronic system notifies you when your request is available. We will not re-request items not picked up.
- Keep your contact information current and to call us if requested item does not arrive within 2 weeks.
- Pay any agreed-upon user fee assessed by the lending library.
- Pay any fines assessed for late and unreturned library items. The current late fee is 50¢ per day for each ILL item.

Signing or typing your name and your card number on this or the online form implies that you have read and agree to comply with all Hampton Public Library policies.

Signature _____ **Library Card #** _____

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