



TN: _____

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| VGPL Staff Use |
| \$3 postage fee |
| Item Received VGPL Date |
| ILLIAD Transaction Date |
| Lending Library Name |
| Date Due to Lending Library |
| Date Packaged for Return |
| Date ILL/NMSL Notified of Return |

Please note, there is now a \$3 postage fee that must be paid upon picking up material

INTERLIBRARY LOAN REQUEST FORM

7 Avenida Vista Grande B7-192, Santa Fe, NM 87508

To our Patrons – If the material you need is not available here, you may request an Interlibrary Loan (ILL) by completing this form – one form for each item requested. We will gladly submit an ILL request for you, but cannot guarantee that the material will be available. You may request a maximum of three books or articles at a time. We will absorb postage costs but must pass on any additional charges (e.g., for photocopying articles) to you. If there will be a charge we will notify you, and if you are willing to pay the charge, we will confirm the order. Please allow two weeks for processing ILL requests.

Please Print

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| Patron Information |
|---------------------------|

Date: _____

Patron name (last, first, MI): _____

Phone Number (home): _____

Phone Number (work): _____

Phone Number (cell): _____

Patron VGPL Library Card Number: _____

Patron Credit Card Number*: _____

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|---------------------------|
| Material Requested |
|---------------------------|

Format: Book Compact Disc (CD)

Title of Item: _____

Author: _____

Publisher: _____

Date of Publication and Edition: _____

ISBN: _____

*Card will not be charged unless checked out materials are not returned after reasonable attempts to contact patron.