

**Houston County Public Library System**  
***Interlibrary Loan Agreement***

If you are unable to find a book or article in the PINES catalog, we can expand your search through Interlibrary Loan (ILL). Please fill out this form and return it to your local Houston County Public Library. Please search the PINES catalog before submitting this form.

We cannot guarantee when an ILL will be available for pickup. Most requests are available for pickup within four to six weeks. We do not accept ILL requests for materials needed within three weeks. We will call you as soon as your request is available.

Patrons requesting a book will be charged one-way postage for the return of the borrowed item. Rates are based on current postage. If there are any additional fees associated with receiving the ILL, the patron will be contacted before the request is processed.

The patron is responsible for materials once they are checked out to the patron. We will charge the patron's account with the cost of the item plus any additional processing fees the lending library requires if the item is lost or damaged. ILLs are subject to late fees.

Patron's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Patron's Name: \_\_\_\_\_

PINES Library Card #: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Book/Manuscript/Microfilm Requested:*

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

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

Publication Date: \_\_\_\_\_ Edition: \_\_\_\_\_ ISBN: \_\_\_\_\_

Will you accept a substitution (i.e. earlier edition)?      Yes      No

*Journal/Newspaper Article Requested:*

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

Journal/Newspaper Title: \_\_\_\_\_

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

ISSN: \_\_\_\_\_ Date: \_\_\_\_\_ Volume: \_\_\_\_\_ Number: \_\_\_\_\_ Pages: \_\_\_\_\_