

OUT-OF-PINES INTERLIBRARY LOAN REQUEST

Patron name _____

Requesting library _____

Patron library card _____

Request date _____

Daytime phone number _____

Date item needed _____

Email _____

NOTE: This form is for requests to NON-PINES libraries only. A request fee of \$3.00 is required in advance; the fee will be refunded if the request is not filled. Only one request per form, please. [Paid: \$_____]

Author: _____

Book/Article Title: _____

Date/Edition (optional): _____

Periodical Title (if applicable): _____

Periodical vol. _____ no. _____ date _____ page(s) _____

Interlibrary loan service is available to any member in good standing of the Northeast Georgia Regional Library System. The library will attempt to borrow materials with the understanding that the patron will abide by the regulations of the Northeast Georgia Regional Library system and the lending library. We subscribe to the policies of the Georgia and the National Interlibrary Loan Codes. If a patron abuses the Interlibrary Loan Codes, we reserve the right to revoke that patron's loan privileges. If the item is lost or damaged while checked out to a patron, that patron will be responsible for reimbursing the lending library for the cost of the item.

- **The patron is responsible for any fee or fines charged by the lending library.**
- **The overdue charge is \$.25/day per item for items borrowed outside PINES.**
- **A patron may have up to FIVE requests in process at any given time.**

WARNING concerning copyright restriction: The Copyright Law (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 specified conditions is that the photocopy or other 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 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 the above and understand that I must abide by these guidelines.

Patron signature _____

Guardian signature _____

(If patron is under 18 years of age)

Interlibrary Loan FAQ

1. Who is eligible for ILL service?

Interlibrary loan service is available to any patron in good standing of the Northeast Georgia Regional Library System.

2. What types of materials are available through ILL?

It varies from lender to lender. Some lenders will only loan books; others will also loan non-book materials (e.g. microfilm, audio-visual items). We *will not* do any ILL requests for items already available through PINES.

3. Where may you obtain an ILL Request Form?

You may obtain a form at your affiliate library.

4. How many requests may you fill out?

You may have up to 5 requests in process at any given time.

5. Is there a fee to use the ILL service?

A fee of \$3.00, for shipping and handling, is required in advance. It may take 2-4 weeks before it's determined whether a request can or cannot be filled. If the request cannot be filled, the fee will be refunded as soon as possible.

6. Where do ILL staff search to fill ILL requests?

ILL staff search local libraries first; this includes academic, non-PINES libraries and special libraries within Georgia. If no lenders are found locally, the search extends to the Southeast region and then nation-wide.

7. What is the borrowing period for ILL items?

The lending library sets the borrowing period. This is usually 4 weeks.

8. May ILL items be renewed?

The lending library determines that. Please contact the ILL Department at 706-754-0416 ext. 236 or ill@negeorgialibraries.org.

9. What is the fee for an overdue ILL item?

The overdue fee is \$.25/day per item.

10. What is the fee for an ILL item that is lost or damaged?

If the item is lost or damaged while checked out to a patron, the patron will be responsible for reimbursing the lending library for the cost of the item and any processing fees.

11. What is the Copyright Law?

The Copyright Law (Title 17), United States Code, governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions, libraries are authorized to furnish a photocopy or other reproduction, provided that the photocopy or other 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 in excess of "fair use," that user may be liable for copyright infringement.