



Public Library Service

For staff use ONLY

Number _____

09PL15-23816

Interlibrary Loan Request Form Books/Microfilm

This form is used to request items for borrowing which the Public Library Service does not own. Please check our catalogue to verify that we do not own this book before filling out this form. (Please use the form on the other side of this sheet if requesting copies of articles from magazines, newspapers, etc.)

Please note : We are not always able to obtain material requested through Interlibrary Loan. It may take three to four weeks for the material requested to arrive. We cannot accept requests for high-demand materials; new books; books that our library system owns, or have on order; or non-book materials (with the exception of microfilm). The more information you provide, the easier it will be for us to locate your requested item. PLEASE PRINT CLEARLY.

Today's Date: _____

Request for loan of book _____ microfilm _____

Author : _____

Title : _____

Publisher : _____

Date of publication : _____ ISBN (if known) : _____

Microfilm Reel number (if known) : _____

Your name : _____

Address : _____

Library Card number (14 digits on back of your library card) : 2 3 3 9 2 _____

Telephone number : _____ Alternate phone number : _____

Email address : _____

At which public library would you like to pick up this item? : _____

Personal information on this form is collected under Section 31(c) of the *Freedom of Information and Protection of Privacy Act* and will be only for the purpose of providing library services. Questions regarding the collection and use of this information can be directed to the Freedom of Information and Privacy Coordinator for the Department of Communities, Cultural Affairs and Labour at 902-368-5829.

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RETURNED _____	COST _____