NPL Interlibrary Loan Request – BOOKS, DVDS, CDS
(Note: We cannot request items less than 6 months old.)
Please print legibly.

Title: ____________________________________________________________

Author: __________________________________________________________

Edition/Year: ______________________________________________________

Your Name*: ______________________________________________________

Lib. Card Number*: ______________________________________________

Phone*: __________________________________________________________

Email*: __________________________________________________________

Home Address: ____________________________________________________

Some libraries charge fees. Would you pay for this loan?  □ No □ Yes  Up to how much? __________

Pickup Location:  □ Main Library  □ Other ____________________________

<table>
<thead>
<tr>
<th>Reference Staff Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date requested*:</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Is patron’s NPL card valid (not expired)?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Does patron owe money for lost items?</td>
</tr>
<tr>
<td>□ No □ Yes</td>
</tr>
<tr>
<td>Does patron have overdue items?</td>
</tr>
<tr>
<td>□ No □ Yes</td>
</tr>
<tr>
<td>Does NPL own item?</td>
</tr>
<tr>
<td>□ No □ Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ILS Staff Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ JerseyCat □ OCLC  Request #:______________________________</td>
</tr>
<tr>
<td>Request Date: ______________  Received Date: ______________  Returned Date: ____________</td>
</tr>
<tr>
<td>Notes: ____________________________________________________</td>
</tr>
</tbody>
</table>

Please leave completed request in ILS folder at the Reference Desk.
Questions? Contact ILS at 973-733-7767 or ils@npl.org.
NPL Interlibrary Loan Request – MAGAZINE/NEWSPAPER ARTICLES
(Note: We cannot request items less than 6 months old.)
Please print legibly.

Title: ________________________________________________

Author: _______________________________________________

Publication Title: _______________________________________

Volume_________________________ Date: ____________________ Page(s)____________________________

Your Name*: __________________________________________

Lib. Card Number*: _____________________________________

Phone*: _______________________________________________

Email*: _______________________________________________

Home Address: __________________________________________

Some libraries charge fees. Would you pay for this loan? □ No  □ Yes  Up to how much?______________

Pickup Location:   □ Main Library  □ Other ________________________________

Reference Staff Info
Date requested*: ______________  Staff initials*: ____________

Is patron’s NPL card valid (not expired)? □ Yes  □ No  Patron must renew card.

Does patron owe money for lost items? □ No  □ Yes  Items must be returned or paid for.

Does patron have overdue items? □ No  □ Yes  ILS will put in the request, but items must be returned/renewed before ILL item can be checked out.

Does NPL own item? □ No  □ Yes, but ____________________________________________

ILS Staff Info
 □ JerseyCat  □ OCLC  Request #: ________________________________

Request Date: ______________ Received Date: ______________ Returned Date: ______________

Notes: ____________________________________________________________________________

__________________________________________________________________________________

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