

INTERLIBRARY LOAN REQUEST
Materials Available Outside of the Minitex Service Area

The Minitex Service Area encompasses Minnesota, North Dakota, South Dakota, and Wisconsin

Date: _____

Title: _____

Author: _____

ISBN: _____

Patron Name (print): _____

Patron Signature: _____
(patron agrees to abide by the lending policies of East Central Regional Library)

Phone number: _____

ECRL card number: _____

DEPOSIT PAID: _____ **STAFF INITIALS** _____

Patron agrees to pay UP TO the following amount: _____

- **A minimum \$10.00 deposit is required for every request**
- **The *minimum* non-refundable fee for every request *filled* is \$10.00**
- **If the request is not filled, the deposit will be refunded to the patron**
- **If the actual cost exceeds the “up to” amount, the request will not be filled**
- **Patron will pay the actual cost of the loan, not to exceed the “up to” amount**
- **If patron refuses the item once it has arrived, the actual cost of the loan will be applied to his/her ECRL card. The \$10.00 deposit will be applied to this amount.**

(rev. 25 Jan 2011)