



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 _____

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: _____

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

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