



Headquarters: 244 South Birch Street
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Phone (763) 689-7390 FAX (763) 689-7389
www.ecrlib.org

Branches in Aitkin, Chisago, Isanti,
Kanabec, Mille Lacs, and Pine Counties

Request for Interlibrary Loan of materials from library unavailable through ECRL's free lending region.

- A minimum \$15.00 deposit is required for each requested item
- The **minimum** non-refundable fee for every request **filled** is \$15.00
- The patron will specify the maximum ("up to") amount willing to pay. 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. Amount must be paid before the item will be checked out to the patron for use. If the item is not returned by the due date, overdue fees will be charged according to ECRL policy.
- If patron refuses the item once it has arrived, the actual cost of the loan will be charged to patron's ECRL account. The \$15.00 deposit will be applied towards this amount.

Date: _____

Title: _____

Author: _____

ISBN: _____

Requester's Name: _____

Phone number: _____

ECRL card number: _____ (card must be in good standing)

Patron agrees to pay UP TO the following amount: _____

Patron Signature: _____

Requester agrees to abide by the lending policies of East Central Regional Library. If materials are not returned, the fee will be determined by the owning library and will include shipping and processing fee if requested.

\$15 DEPOSIT PAID: Received by: Staff name, Branch _____

Original to ECRL ILL Department; Copy to Requester