Interlibrary Loan Request

Library Information
Pickup Branch: ___________________________ Date: ___________________________
Staff Name/Branch: ___________________________ Cancel After: ___________________________
Reference loan acceptable? ☐ Yes ☐ No

Item Information
Author: ___________________________________________
Title: ___________________________________________
Edition: ___________________________ Any edition? ☐ Yes ☐ No This edition only: ___________________________
Language: ___________________________ Format: ___________________________

Verification
TPL catalogue : ___________________________ Other : ___________________________
Comments /Sources : ___________________________

Cost
The Toronto Public Library does not charge customers for Interlibrary Loan services unless charged by
the lending library. When costs are charged by the lending library we pass them on to TPL customers.
Interlibrary Loan customers agree to pay replacement costs in the case of damaged and lost materials.

A) ☐ I prefer only free Interlibrary Loan service.

B) ☐ I agree to pay a charge for Interlibrary Loan service (as per the examples of typical interlibrary
loan charges on the reverse), not to exceed: $ ____________
Signature: ___________________________

C) ☐ Telephone customer: agrees to pay charge for Interlibrary Loan service as explained by staff, not
to exceed: $ ____________

These charges must be paid when ILL orders are picked up. Patrons will be charged for orders which are
not picked up.

Personal Information
Name: ___________________________________________
Library Card Number: ___________________________
Home Phone: ___________________________ Work Phone: ___________________________
Email address: ___________________________

The Personal information on this form is collected under the authority of the Public Libraries Act and the Municipal Freedom of Information and Protection of Privacy Act. This information will only be used for the proper administration of the library and the provision of library services and programs by Toronto Public Library. Questions related to the collection of this personal information should be directed to The City Librarian's Office, Toronto Public Library, 789 Yonge Street, Toronto, ON, M4W 2G8, Telephone: 416-393-7032.
Sample Interlibrary Loan Charges:

In Canada:
- Public Libraries: usually no charge
- University Libraries: usually $10 – $20 range

United States:
- Public Libraries: usually $20 – $30 range (USD)
- University Libraries: usually $20 – $30 range (USD)

Church of Jesus Christ of Latter Day Saints

Family History Centre microfilms
- 1 microfilm: $5.50 (USD)
- Each renewal: $5.50 (USD)

Overseas:
Charges include cost of shipping plus charges ranging from $10.00 – $100.00 (plus exchange).

ILL Order Number: __________________________

Charges, if applicable:

Interloan fee (Can) $______________

Interloan fee in other currencies:
- __________ (Currency) × Exchange Rate __________ $______________

Other (Itemize) $______________

Total Fees $______________