

Request an Item

Form PLPL-10 (Revised 08/2014)

Use this form to:

- 1) Request an item from a library not in Navajo County Library District (aka "Interlibrary Loan"); or
- 2) Suggest a purchase for our collection.

Instructions:

- You must have a Navajo County library card in good standing (no fees or overdue materials).
- Complete this form and give it to a staff member; fill out as much as you can.
- We'll notify you when the item is available!

*Guess what? You may not have to fill out this form if you've signed up for Author Alerts. To register, visit www.pinetoplakesidelibrary.org, highlight "Find books, movies & more" and click on "Author Alerts." You'll then receive a notification by email or text message when we order new titles by your favorite authors!

Section A – Request Type (check only one)

- 1. BORROW** the item from a library not in Navajo County Library District (aka "Interlibrary Loan").
- 2. SUGGEST A PURCHASE** for the library collection (select this option for items published within the last 12 months).

Section B – Your Contact Information

Today's Date (MM/DD/YYYY)		Your Name		Library Card Number	
Local Mailing Address			City	State	Zip
Email Address				Phone (XXX-XXX-XXXX)	

Section C – About the Item

Title (of book or article)					
Author			ISBN or ISSN		Publication Date
Name of Magazine (if magazine article)			Date of Magazine	Volume #	Issue #
Page Numbers					
Format					
<input type="checkbox"/> Book		<input type="checkbox"/> Movie			
<input type="checkbox"/> Large Print Book		<input type="checkbox"/> Other (specify):			
<input type="checkbox"/> Audiobook					
If lending library charges, are you willing to pay up to \$5.00? <input type="checkbox"/> Yes <input type="checkbox"/> No			Is there a deadline when you need this material? <input type="checkbox"/> No <input type="checkbox"/> Yes; when?		

Section D – For Library Use Only

Lending Library				ILL Number	
<input type="checkbox"/> In-State		<input type="checkbox"/> Out-of-State			
Date Ordered	Date Received	Due Date	Date Returned	Date Reordered	New ILL Number



Interlibrary Loan service is subsidized by Navajo County Library District.