

# INTERLIBRARY LOAN REQUEST FORM

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**The New York Society Library offers interlibrary loan service to members for those items that are not available for loan through the New York Public Library System.** You can check NYPL availability by calling any branch library (the number for the Yorkville Branch is 212-744-5824). You can also check LEO, the branch libraries' catalogue, online at <http://leopac.nypl.org/>.

We do not offer a "rush" interlibrary loan service: therefore, please allow at least three weeks for materials to arrive at the New York Society Library.

Although we primarily attempt to borrow from libraries that do not charge us for interlibrary loans, items may not be available for loan without a fee. If a fee is charged, this fee is passed on to the NYSL member. Therefore we ask you to indicate how much (if anything) you are willing to pay for the loan. This is especially important if you are requesting photocopies, microfilm, dissertations, or hard-to-find materials.

After you have checked both the New York Society Library and the New York Public Library catalogues, you may request an item on interlibrary loan by filling out this form with as much information as possible. Either hand it in at the Circulation Desk or fax it to 212-744-5832. You may also email your request to [btambasco@nysoclib.org](mailto:btambasco@nysoclib.org) or call Interlibrary Loan at 212-288-6900, extension 215. Members are asked not to submit more than three requests at a time.

You will be notified when the material arrives; the item(s) will be held at the Circulation Desk for up to two weeks. Material must be returned, or a renewal requested, by the due date or future interlibrary loan requests may be denied. Renewals may be requested by calling Brandi Tambasco at 212 288-6900 x215 or emailing [btambasco@nysoclib.org](mailto:btambasco@nysoclib.org).

Thank you. Please fill out the reverse for your interlibrary loan request.

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## BOOKS

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

PUBLISHER AND DATE \_\_\_\_\_

ANY OTHER RELEVANT INFORMATION (e.g. specific edition)

\_\_\_\_\_

## ARTICLES

SERIAL TITLE \_\_\_\_\_

VOLUME \_\_\_\_\_ ISSUE # \_\_\_\_\_ DATE \_\_\_\_\_ PAGES \_\_\_\_\_

TITLE OF ARTICLE \_\_\_\_\_

AUTHOR OF ARTICLE \_\_\_\_\_

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## MEMBER INFORMATION

YOUR NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

HOW DO YOU WANT TO BE NOTIFIED WHEN YOUR MATERIAL ARRIVES?

EMAIL \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

BY MAIL: ADDRESS \_\_\_\_\_

**HOW MUCH WILL YOU PAY IF WE CANNOT FILL THIS REQUEST FREE OF CHARGE?**

PLEASE CHECK ONE:

NOTHING  UP TO \$5  UP TO \$10  UP TO \$15  UP TO \$20  OVER \$20