

☐ SUBMITTED ☐ PENDING ☐ APPROVED ☐ SHIPPED ☐ RECEIVED ☐ CHECKED IN
☐ RETURNED TO LOANING LIBRARY (VIA: ☐ MAIL ☐ CARRIER) ☐ NOT FILLED (REASON) _____

PATRON REQUEST DATE _____

ID # (ATTEMPT 1) _____

ID # (ATTEMPT 2) _____

ID # (ATTEMPT 3) _____

DATE ILL SUBMITTED THROUGH BEEHIVE

(ATTEMPT 1) _____

(ATTEMPT 2) _____

(ATTEMPT 3) _____

LONG BEACH PUBLIC LIBRARY INTERLIBRARY LOAN REQUEST FORM

ITEM REQUEST AND PATRON INFORMATION ARE FOR PATRON USE - SHADED AREAS ARE FOR LIBRARIAN USE ONLY

ITEM REQUEST (PATRON USE)

PLEASE NOTE: DUE DATES AND ARRIVAL DATES ARE DETERMINED BY THE LOANING LIBRARY AND NOT LONG BEACH PUBLIC LIBRARY.
INTERLIBRARY LOAN ITEMS CANNOT BE RENEWED. IT CAN TAKE ONE TO FOUR WEEKS FOR ITEMS TO ARRIVE,
DEPENDING ON THE LOANING LIBRARY ILL POLICY AND PROCEDURES.

DATE _____

TITLE _____ COPYRIGHT YEAR _____

AUTHOR _____ ISBN _____

AT THIS TIME, OUR LIBRARY CAN ONLY ORDER THE FOLLOWING ITEMS. PLEASE SELECT WHICH FORMAT YOU WOULD LIKE TO BORROW

LARGE PRINT BOOK _____ BOOK ON AUDIO OR MUSIC (CD) _____

OUR LIBRARY CAN ONLY BORROW ITEMS THROUGH MISSISSIPPI LIBRARIES THAT PARTICIPATE IN "BEEHIVE", THE STATE ONLINE SHARING NETWORK.
OUR LIBRARY CANNOT REQUEST ITEMS DIRECTLY FROM LENDING LIBRARIES AND CAN ONLY GO THROUGH BEEHIVE.

- SOME MISSISSIPPI LIBRARIES ARE NOT PART OF THE BEEHIVE STATE ONLINE SHARING NETWORK.
- THE SYSTEM DECIDES WHICH LIBRARY A REQUEST IS SENT TO, NOT LONG BEACH PUBLIC LIBRARY.

CONTACT INFORMATION (PATRON USE)

NAME _____ CARD# _____

PLEASE CHOOSE PREFERRED CONTACT METHOD:

☐ TEXT _____ ☐ PHONE CALL _____ EMAIL _____

WHEN YOUR REQUEST ARRIVES, WE WILL CONTACT YOU VIA PREFERRED CONTACT METHOD.
IF WE ARE NOT ABLE TO BORROW THIS ITEM, A NOTE WILL BE LEFT ON YOUR LIBRARY ACCOUNT.

*****LIBRARIAN USE ONLY*****

LENDING INFORMATION

APPROVAL DATE _____ SHIPPING DATE _____ ☐ IN STATE ☐ HARRISON COUNTY

LOANING LIBRARY _____ DUE DATE _____
(ADDRESS, PHONE NUMBER, CONTACT INFO, ETC. ATTACHED)

RECEIVING INFORMATION

SENT VIA: ☐ MAIL (POSTAL) ☐ CARRIER (HARRISON COUNTY) DATE RECEIVED _____

PACKAGING: ☐ LIBRARY BAG (# AND COLOR) _____

MATERIAL INFORMATION

PATRON DUE DATE _____ LOANING LIBRARY BARCODE _____ SPINE LABEL _____

REPLACEMENT PRICE _____ ITEM CONDITION: ☐ LIKE NEW ☐ GOOD ☐ FAIR ☐ USED ☐ BAD ☐ DAMAGED (SEE ATTACHMENT)

NOTES _____

RETURN INFORMATION

PATRON RETURN DATE _____ LIBRARY CHECK IN DATE _____

RETURNED TO LOANING LIBRARY _____ RETURNED VIA: ☐ MAIL ☐ CARRIER