

## INTERLIBRARY LOAN AGREEMENT

I, \_\_\_\_\_, # \_\_\_\_\_, Housing: \_\_\_\_\_, agree to the following terms concerning items borrowed through Interlibrary Loan by the libraries in the Oklahoma Department of Corrections (ODOC):

1. I will not remove items from the ODOC library if the library supervisor or lending library imposes that restriction.
2. I will return the item to the ODOC library from where it was received on or before the due date set by the library supervisor.
3. There must be sufficient funds in my account to cover the cost of the requested item and any cost of mailing before that item will be ordered.
4. I am personally responsible for interlibrary loan materials checked out in my name. I will pay for any item lost, damaged or destroyed for any reason whatsoever. I will also pay cost of mailing.
5. I will never loan an interlibrary loan book to another person.
6. If an item is not returned to the ODOC library within 14 days after the due date, it will be considered lost and my account will be charged for the full price of the book.
7. I understand that my interlibrary loan privileges will be permanently revoked if any interlibrary loan items are lost, damaged or destroyed.
8. Books that are paid for will not be considered inmate property. All interlibrary loan books remain the property of the lending library and there will be no refunds given to the borrower.
9. I have discussed the rules listed in this agreement with the staff person in charge of the library in person, and I fully understand them.

Book borrowed: \_\_\_\_\_

I, the undersigned, have received the above book in the following condition:

Excellent     Good     Fair     Poor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Lending Library: \_\_\_\_\_

Date due back to ODOC library: \_\_\_\_\_

Date due back to lending library: \_\_\_\_\_

Date returned to library supervisor: \_\_\_\_\_

Date returned to lending library: \_\_\_\_\_