I N F O P A S S

Thanks to the courtesy of participating libraries in the Chicago metropolitan area, this pass may be used to provide personal access to libraries not generally open to the general public. The InfoPass is a program of the Metropolitan Library Systems (METS).

IMPORANT: This form must be filled out by a librarian. If form is not filled out completely, it may not be honored by library.

REFERRING LIBRARY:
Retains copy for its files.

TO:

Please present this form to:

_____
Source Library

_____
Address

_____
City, State, and Zip code

_____
Phone

Attention:

_____
Name of Source Librarian

FROM:

Date of Request: _____

_____
Referring Library

_____
Address

_____
City, State, and Zip code

_____
Phone

This referral is recommended by (please print):

_____
Librarians Name

INFOPASS USER:
Presents1copy to source library.

SOURCE LIBRARY:
Retains copy

FOR:

Name of User : _____

Address: _____

_____
City, State, and Zip code

Phone: _____

ID (type and number) _____

Appt. Date: Time:

SPECIFIC INFO/MATERIAL NEEDED:

Comments of Source Library should be recorded on reverse side.

Referring Librarian:

1. Determine appropriateness of InfoPass referral (are public resources available?). If in doubt, consult your System's reference service.
2. Call source library to verify availability of needed material and, if necessary, make an appointment for the user. Request directions, parking information, etc.
3. Complete InfoPass form and sign. Source libraries may not honor unsigned InfoPasses.
4. Alert InfoPass user that source library cannot guarantee research assistance.

Questions? Contact the Metropolitan Library System consultants at 630-734-5000 or consultants@mls.lib.il.us