

# 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 Reaching Across Illinois Library System (RAILS).

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

<b>REFERRING LIBRARY:</b> Retains copy for its files.	<p style="text-align: center;"><b><u>TO:</u></b></p> Please present this form to:  _____ Source Library  _____ Address  _____ City, State, and Zip code  _____ Phone  Attention:  _____ Name of Source Librarian	<p style="text-align: center;"><b><u>FROM:</u></b></p> Date of Request: _____  _____ Referring Library  _____ Address  _____ City, State, and Zip code  _____ Phone  This referral is recommended by (please print):  _____ Librarians Name
<b>INFOPASS USER:</b> Presents 1 copy to source library.  <b>SOURCE LIBRARY:</b> Retains copy	<p style="text-align: center;"><b><u>FOR:</u></b></p> Name of User : _____  Address: _____  _____ City, State, and Zip code  Phone: _____  ID (type and number) _____  Appt. Date: _____ Time: _____	<p style="text-align: center;"><b><u>SPECIFIC INFO/MATERIAL NEEDED:</u></b></p>      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 Reaching Across Illinois Library System resource sharing staff at 630-734-5000 or [infopass@railibraries.info](mailto:infopass@railibraries.info)