

## **INTERLIBRARY LOAN (ILL)**

The Canal Fulton Public Library is a member of the SEO (Serving Every Ohioan) Library Center located in Caldwell which supports a consortium of 92 Library systems at 224 physical locations throughout 46 counties across Ohio. The Canal Fulton Public Library shares an online catalog with access to more than 8 million books and library materials including a huge media collection of CD's, DVD's, Videos as well as journals, magazines and internet access to an enormous collection of digital content. You can request items from other libraries through our online catalog using your library card.

### **Obtaining Materials not available within our online catalog**

We will try to obtain materials that are not available within our online catalog provided that the requested item has been out longer than 1 year. A Title Request form can be filled out at the Reference Desk, by calling into the Information Department or by filling out the Title Request Form Online.

Requests can be taken for items of all formats. It may be difficult to obtain the following; Audiovisual materials, such as Videos, CDs, DVDs, DVD sets (TV shows), CD-ROMs, Genealogy materials, Microfilm/Microfiche, Reference materials, Textbooks, Theses, and rare materials.

Please note that no request can be guaranteed. Some requests may be refused by the loaning library, based on their interlibrary loan policy. Material also may be restricted to in-library use only by the loaning library.

Patrons will be notified if their requests cannot be filled. The delivery date of ILL items cannot be guaranteed and may take longer to arrive. Processing and delivery times vary and cannot be anticipated for individual requests.

Patrons wishing to request ILL items must have an adult library card that is in good standing. No requests will be accepted without a library card.

### **Receiving Items**

When ILL items are received and processed, patrons will be notified by the method chosen on the request form either by phone or email. ILL items will be held for 3 business days after receiving notification. Items that are not picked up will be returned to the lending library.

Patrons are encouraged to call the library if for some reason they are unable to pick up an ILL request within the specified time limit or if the item is no longer needed.

### **Check-Out Period**

ILL items may be checked out for 2 weeks, No renewals.

### **Returning ILL Items**

You are encouraged to return ILL's in a timely manner since we have a limited (loan period) time to return items back to the lending library. All interlibrary loans from outside the Consortium are to be returned to the Canal Fulton Public Library.

### **Fees & Overdue ILL Items**

The Canal Fulton Public Library does not charge a fee for borrowing material from other libraries. It is important that ILL items be returned on time. Fines for overdue ILL items are \$.50/per day and continue to accumulate until items are returned. Patrons are responsible for the replacement cost of any ILL items that are lost or damaged.