

Interlibrary Loan Services within the SEO Consortium

- The Canal Fulton Public Library is an independent library located in Stark County.
- We are a member of the SEO (Serving Every Ohioan) Library Center located in Caldwell which supports a consortium of 93 Library systems at 237 physical locations throughout 47 counties across Ohio.
- CFPL 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 using your library card. Some items are not available for request; Reference materials, equipment, special collections, etc.
- If an item is available at another location it typically takes 5 to 7 business days to receive the item.
- The Loan Periods and fines for items belonging to other libraries depends on the lending library.
- The items may or may not be renewed due to holds or the policy of the lending library.
- Requesting items through Interlibrary Loan is a free service of the Canal Fulton Public Library.

Interlibrary Loan Services



**154 Market St. NE
Canal Fulton, OH 44614**

**330-854-4148
www.canalfultonlibrary.org**

Hours:
Monday—Thursday
9am—8pm
Friday and Saturday
9am—6pm
Closed Sundays

Director:
David Brown

Interlibrary Loan Services Outside the SEO Consortium

Obtaining Materials

We will try to obtain materials that are not available within the SEO system provided that the requested item has been out longer than 1 year. A Title Request form can be filled out at the Reference Desk.

Requests will 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 loaning library. All interlibrary loans from outside the Consortium are to be returned here.

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 \$.10/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.