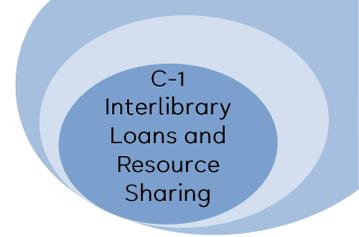


Interlibrary Loans and Resource Sharing



1. Objective

We participate in the Southern Ontario Library Service's Interlibrary Loan (ILL) program. Through this program, we exchange materials with other libraries so that you may obtain items our Library does not own.

2. Our Service Commitment

- a) We provide interlibrary loan service to all Library members in good standing.
- b) We offer this service at no charge, unless the lending library specifies a fee, or if the material is available only as a photocopy. We may need to limit requests if demand exceeds available funding for the service.
- c) Our interlibrary loan service allows you to borrow any library materials that member libraries make available to the service. Libraries tend not to loan reference items, or archival material, but some libraries will lend reference materials provided that they remain on our premises.
- d) We offer two ways for you to access the interlibrary loan service:
 - You may request an interlibrary loan at the circulation desk in person, by phone, or by email. You will need to provide your full name, library card number, telephone number, and address.
 - You may make your request online using our Patron-Initiated Interlibrary Loan Service, once our staff has set you up to access this service.
- e) You may request only titles that are not in our collection, unless the item is more than three months overdue and presumed lost.
- f) We will notify you by phone or email when your requested item arrives. Delivery times range from as little as one day to four weeks or longer, depending on availability.

3. Responsibilities

- a) You must include the original date due slip when you return the item.
 - b) You must return borrowed materials on time. You may not renew them.
 - c) Returning interlibrary loan material late entails a significant fine. You will also lose your interlibrary loan privilege until the overdue material is returned and the fine paid.
 - d) Late returns of interlibrary loans jeopardize both your and our Library's future borrowing privileges.
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