

# SHI Integrative Medical Massage and Traditional Chinese Acupuncture School Learning Resource Center



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## Interlibrary Loan Policies for SWON Libraries Members

### Submitting a Request

#### Preferred Contact Method

The quickest and easiest way to submit ILL requests to the SHI LRC is by faxing or e-mailing the SWON ILL Request Form.

- FAX: 513-932-8712 Attention: Pat Stanley
- E-Mail: SHIOTREACH@AOL.COM

#### How it Works

- SHI Integrative Medical Massage and Traditional Chinese Acupuncture School Learning Resource Center does not offer a copy of its catalog on its web site. A copy may be provided by e-mail or research assistance is available by contacting the SHI LRC Director at 513-932-8712.
- Submit the SWON ILL Form by fax or e-mail.
- The LRC Director will respond to verify availability of the requested item.

#### Formats Available

- Book Form.
- Professional and Medical Journals are limited to in-house use only.
- Professional magazines are available for ILL.

#### Delivery

Books will be delivered via the SWON Libraries delivery service. Request processing and delivery service scheduling will be given priority during our regular hours of operation.

Monday – Thursday 9:30 AM – 5:30 PM

There is a 5 item checkout limit.

There is a 3 week loan period.

1 Renewal for most materials

#### Contact Information

If you have any questions about how to submit requests or general questions about interlibrary loan SHI Integrative Medical Massage and Traditional Chinese Acupuncture School Learning Resource Center, please contact:

Pat Stanley

*SHI Learning Resource Center Director*

513-932-9812

FAX: 513-932-8180

*shiotreach@aol.com.*