



## **Cincinnati State Interlibrary Loan Policies for SWON Libraries Members**

### **Submitting a Request:**

**Preferred Contact Method** – *The best method is to initiate a request through OCLC's First Search. If a participating library is not a member of OCLC, then emailing, faxing or calling are all viable methods.*

### **How it Works:**

*Once a request is initiated, it can be tracked through OCLC. If initiated a way other than OCLC, tracking will be done via email with staff.*

### **Formats Available:**

**Photocopies**

**Books**

**Special Cases: Videos**

### **Delivery:**

**Books** will be delivered via the SWON Libraries delivery service

**Articles** will be delivered via PDF attachment to a staff email address – no articles will be delivered directly to a patron e-mail account

***The loan period is 3 weeks with renewals available upon request.***

### **Contact Information**

If you have any questions about how to submit requests or general questions about interlibrary loan at **Cincinnati State Technical and Community College** please contact:

**Brad Conroy**

*Library Specialist*

*Cincinnati State Technical and Community College*

*513-569-4690 or [brad.conroy@cincinnatiastate.edu](mailto:brad.conroy@cincinnatiastate.edu)*