

## Interlibrary Loan Policies for SWON Libraries Members



### Submitting a Request

- Requests are best sent through OCLC Resource Sharing. Our complete policies are listed in the OCLC Policies Directory.
- Requests may also be placed directly by contacting the ILL dept. at 513-732-9147 or at [clermon5@oplin.org](mailto:clermon5@oplin.org).

### Formats Available

- Photocopies are no charge from 1-20 pages and can be mailed or faxed.
- All materials are available for request except reference materials, genealogical materials, and current issues of periodicals.

### Delivery

- Delivery will be made via U.S. Cargo, SWON delivery service, or U.S. Mail.
- The loan period is 4 weeks. Please contact the ILL dept. for renewals.

### Contact Information

If you have any questions about how to submit requests or general questions about interlibrary loan please contact:

Interlibrary Loan Clerk  
Clermont County Public Library  
Technical Services  
2548 U.S. Route 50  
PO Box 875  
Owensville, OH 45160

Tel. 513-732-9147  
Fax. 513-735-7140  
Email: [clermon5@oplin.org](mailto:clermon5@oplin.org)