



McAuley High School Library Interlibrary Loan Policies for SWON Libraries Members

Submitting a Request

Libraries wishing to use ILL must contact the McAuley Library before requesting any books. The Requesting Library will be registered in our Horizon Circulation System as an ILL patron and will be issued a barcode that can be used to request and track materials through our OPAC.

- Preferred Contact Method
 - For registration – Call 513-681-1800 x1129
 - For requests – On-line using our OPAC – [Click Here for OPAC](#)

How it Works

- Only Library Staff should use the barcode to access information and request materials.
- The library material will be checked out to the Requesting Library for a period of 6 Weeks (42 days). If a renewal is necessary please contact the library at 513-681-1800 ext. 1129 or email at Reillyr@mcauleyhs.net. Renewals will be decided on an individual basis.
- All library materials will be due back no later than May 1 so materials can be returned before school dismissed for the academic year.
- All ILL accounts will expire on May 1st of the academic school year and will need to be renewed when the new academic year begins.

Formats Available

- Books only.

Delivery

- Only circulating books may be borrowed.

Contact Information

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

Becky Reilly, Librarian
McAuley High School
Phone: 513-681-1800 ext.1129
FAX: 513-681-1802 Attn: B. Reilly
Email: Reillyr@mcauleyhs.net