

W. Frank Steely Library Interlibrary Loan Policies for SWON Libraries Members

Submitting a Request (For non-OCLC Libraries)*

The fastest and simplest way to submit ILL requests to Steely Library is through the Library's secure SourceFinder/ILLiad service @ <http://nku.illiad.oclc.org/illiad/Lending/LendingLogon.html> .

To borrow from Steely Library, your Library should pre-register @ <http://nku.illiad.oclc.org/illiad/Lending/LendingFirstTime.html> . Libraries need not re-register for subsequent ILL requests.

Your Library creates a SourceFinder/ILLiad user name and password that should only be used by staff at your Library. SourceFinder/ILLiad offers easy tracking on the progress of requests from submission to completion anytime 24/7.

Copyright Notice – Requesting library is responsible for copyright compliancy.

Before submitting your request, please verify that the item is available by browsing our online catalog at: <http://library.nku.edu/>

Delivery –

Books and Audiovisual Resources will be delivered to Requesting Library via U.S. Mail. (LANTER delivery is utilized for Northern Kentucky SWON Libraries.)

Articles will be delivered via PDF attachment to Requesting Library staff email address – no articles will be delivered directly to a patron e-mail account. (OCLC Libraries may be delivered via Ariel/Odyssey.)

The loan period is 4 weeks. Loans can be renewed only one time for an additional two-week period beyond the original due date. Please allow a few business days for delivery.

Contact Information

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

Erin Smith
Interlibrary Loan Specialist
Steely Library
Tel: 859-572-6365
Fax: 859-572-5390
SourceFinder@nku.edu

*OCLC Libraries should make requests utilizing their OCLC interlibrary loan processing interface.