



# Roger Bacon High School

*Committed to the Mission of Franciscan Education*

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## ROGER BACON LIBRARY Interlibrary Loan Policies for SWON Libraries Members

### Submitting a Request

- Submit ILL requests to the Roger Bacon Library through LaVerne Murray by email, [lmurray@rogerbacon.org](mailto:lmurray@rogerbacon.org), or phone: 6411300 ex 1168

### How it Works

- Email or call with your request
- Include the book title, call #, and author
- If a photocopy is requested, please include the page(s) number and your library or school's fax number
- Email notification will be sent upon completion of request

### Formats Available

- [Photocopy]
- [Book]

**Delivery**     **Books** will be delivered via the SWON Libraries delivery service  
**Articles** will be faxed to the librarian's attention— no articles will be faxed directly to a patron.

The loan period is 2 weeks with one 2-week renewal.

### Contact Information

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

Donna Briggs  
Library Media Specialist  
Roger Bacon Library  
513-618-7040 or [dbriggs@rogerbacon.org](mailto:dbriggs@rogerbacon.org)

