



Chaminade Library Archbishop Moeller High School **Interlibrary Loan Policies for SWON Libraries Members**

Submitting a Request

Libraries wishing to use ILL must contact the Chaminade 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 513-791-1680 ext. 1240
 - 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 513-791-1680 ext. 1240 or email at Kpoulton@moeller.org. 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 Archbishop Moeller High School please contact:

Kathy Poulton, Librarian
Archbishop Moeller High School
Phone: 513-791-1680 ext. 1240
FAX: 513-792-3343 – Attn: Chaminade Library
Email: kpoulton@moeller.org

