

## Brown Mackie College—Cincinnati Campus Library Interlibrary Loan Policies for SWON Member Libraries

### Submitting a Request

- **Preferred Contact Method** – Email Head Librarian Melanie Moon at [mmoon@brownmackie.edu](mailto:mmoon@brownmackie.edu)
- Requests by phone can also be made to 513-771-2424, ext. 1595.

### How it Works

- Your library will be issued a library patron record in our system with the same privileges as other patrons.
- Requests for more than one book to the same ILL lender can be made in one email. Separate emails are not required.
- Loan period is for two weeks, renewable once via email request unless another loan period is prearranged.

### Formats Available

- Only circulating, non-reserve and non-reference, books are available for ILL to other SWON member libraries.

**Delivery**      **Books** will be delivered via the SWON Libraries delivery service.

- Loan period is for two weeks, renewable once via email request unless another loan period is prearranged.
- This policy is for Brown Mackie College Cincinnati Library ONLY and borrowing privileges to SWON members do not extend to other campuses.

### Contact Information

If you have any questions about how to submit requests or general questions about interlibrary loan at Brown Mackie College Cincinnati Campus Library please contact:

Melanie Moon  
Head Librarian  
Brown Mackie College Cincinnati Library  
[mmoon@brownmackie.edu](mailto:mmoon@brownmackie.edu)  
513-771-2424, ext. 1595