



Learning Resources Center

Interlibrary Loan Policies for SWON Libraries Members

Submitting a Request

Preferred Contact Method - The quickest and easiest way to submit ILL requests to the LRC is through the OCLC FirstSearch ILL subsystem. The OCLC symbol for Southern State is OSC.

- Telephone, email and fax requests will be accepted by calling the extension below, emailing Amanda below, or at this fax number: 937-393-1890.

How it Works

- Place the ILL request on OCLC using FirstSearch. SWON libraries that do not have access to OCLC FirstSearch can call, email or fax the request to the LRC.
- LRC Staff will be able to track the progress of their requests from submission to completion.
- A patron record for either the SWON library or the patron must be created for ILL requests for returnable items not made on OCLC FirstSearch.

Formats Available

- Photocopy
- Book
- Video
- Audio

Delivery

Books will be delivered via the U.S. Cargo delivery system to OhioLINK member libraries in SWON, and by Library Rate for all other SWON libraries

Articles will be delivered via PDF attachment to a staff email address and via Ariel or Odyssey. The IP address for the LRC for Ariel is: 198.30.110.103 and for Odyssey: 66.249.64.77/ILL.

The loan period is 3 weeks with one three-week renewal.

Contact Information

If you have any questions about how to submit requests or general questions about interlibrary loan at the Learning Resources Center please contact:

Amanda Lyons
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Learning Resources Center
Southern State Community College
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Hillsboro, OH 45133
937-393-3431 Ext. 3681 or alyons@sscc.edu

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