

McDonald Library - Interlibrary Loan Policies for SWON Libraries



Submitting a Request

- *SWON ILL Request form*
- *Email*
- *Telephone*

How it Works

Turn-around-time is within 24-48 hours or less

Formats Available

- *Book*
- *Photocopy*
- *Some media / audio visual materials, micro-formats, reference items*

Delivery

***Books / Media** will be delivered via the SWON Libraries delivery service or USPS. The loan period is 6 weeks with one month renewal.*

***Articles** will be delivered via **ARIEL, Odyssey** or **PDF** attachment to a staff email address – no articles will be delivered directly to a patron's e-mail account; unless specified in a note field.*

Contact Information

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

Sidnie J. Reed (reed@xavier.edu) or Anne Davies (davies@xavier.edu)

*Xavier University Library
Document Delivery
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Cincinnati, OH 45207-5211
513 – 745 – 4812 (Sidnie) 513 – 745 – 4803 (Anne)*

PLACE LOGO
HERE