



## ARCHDIOCESE OF CINCINNATI MEDIA CENTER

[www.catholiccincinnati.org/oec](http://www.catholiccincinnati.org/oec)

### **Interlibrary Loan Procedures for SWON Libraries**

ILL requests may be submitted to the Archdiocesan Media Center through the online web form, by e-mailing [cincinnati@oec.catholiccincinnati.org](mailto:cincinnati@oec.catholiccincinnati.org) or by calling **513-421-3131x2734**. Detailed ordering instructions for media and print materials can be found on the website.

Ordinarily the booking time for media is 7-10 days. Extension on usage time is dependent on availability. Books may be borrowed for four weeks.

#### **Contract Services:**

Parishes, schools, institutions, and individuals may purchase contracts (\$50.00) for unlimited use of media at no extra charge for the year of the contract.

Contracts cover the period from September 1 to August 31.

The contract fee does not include damage repair costs, replacement of lost media, postage or overdue penalties.

#### **Rental Fees for Patrons Not on Contract:**

VHS Tapes/DVDs	\$3.00
CD Roms	\$3.00
Music CDs	\$1.00
Books	No Charge

#### **Delivery**

Materials may be picked up at the Media Center, delivered via SWON Libraries delivery service or UPS.

For further clarification or information please contact:

S. Rose Marie Weckenmann  
Archdiocese of Cincinnati  
Media Center  
513-421-3131x2734  
[rweckenmann@catholiccincinnati.org](mailto:rweckenmann@catholiccincinnati.org)

