Western Oklahoma State College
Learning Resources Center (LRC)
www.wosc.edu/library

Interlibrary Loan Policy

Items not found in the LRC collection may be obtained through our Interlibrary Loan (ILL) service.

ILLs must be submitted through the Interlibrary Loan Request form. Interlibrary loan forms are available at http://www.wosc.edu/index.php?page=interlibrary-loan-request or at the circulation desk.

Please request materials early. Allow at least two weeks for books, periodicals to arrive.

Patrons (Students, Faculty, and Staff) in good standing with the Library have access to this service. The guidelines for using this service are outlined below.

Within the last three weeks of the semester, only requests for periodicals will be accepted. Any questions regarding ILL may be addressed to the Library Director, Michelle Shumaker at 580-477-7944 or Library Assistant, Mary Abbott at 580-477-7948.

Materials That May Be Borrowed

- Circulating books
- Audio Visual materials (DVDS)
- Photocopies of periodical articles

Materials That May Not Be Borrowed

- Archival materials
- Dissertations and theses
- Entire issues of periodicals
- Genealogical materials
- Materials in high demand
- Rare and fragile materials
- Reference materials

Borrowing Limit

No more than three books may be borrowed at any given time. No more than six articles may be requested at one time.

Turnaround Time

It may take up to two weeks for the requested materials to be received.

Loan Period
The loan period will vary according to the lending library. Loan periods are usually from three to six weeks.

Renewal
Interlibrary loans may be renewed if the lending library agrees to an extension.

Overdue Materials
A charge may be assessed for overdue materials.

Lost and Damaged Items
Patrons are responsible for any lost or damaged materials. Charges will be assessed by the lending library.

Borrowing Costs
Borrowing costs will vary according to the lending library. Generally, there are no charges for ILL services.

Notification of Arrival of Materials
You will be notified by phone or email within 24 hours when the material(s) you requested are ready to be picked-up.

Material Pickup
All ILL materials may be picked up at the Circulation Desk.

Returning Materials
All materials should be returned to the Circulation Desk. Please notify the staff that you are returning an ILL item.

Copyright Restrictions
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement. The Learning Resources Center of Western Oklahoma State College reserves the right to refuse to accept an Interlibrary request if, in its judgment, the request would involve violation of the copyright law.

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