Blaine S. Kern Library
Interlibrary Loan
(for students, faculty, staff, and administrators of OLHCC only)

If the library does not own a book, journal, or other materials that you need, you may submit an interlibrary loan request.
Request forms are available at the circulation desk or online.

The interlibrary loan librarian will get the item for you from another library.
If it is a photocopy of an article, it is yours to keep.
If it is a book or other circulating material, the lending library will determine the date the item must be returned. The lending library determines whether or not a book can be renewed.

Overdue fines are $1.00 per day per item.
One person with overdue items can jeopardize the borrowing privileges of the entire college.

Requests are free. Any fees charged by the lending library are paid for by the OLHCC library.

Most interlibrary loan items arrive quickly; however, please allow two weeks for delivery.
Shipping methods vary. Items borrowed within the state are delivered by a courier service.
Libraries that own Ariel software can transmit articles to each other through the computer.
Some items are shipped via courier service, but most are sent through the U. S. mail.
Other reasons for possible delays include missing items or pages, staff shortages, and holiday closures.

You will be notified by College e-mail when your items arrive. You may check with the interlibrary loan librarian at any time to find out the status of your requests.

Interlibrary loan items will be held for pick-up at the circulation desk.
Photocopies for faculty, staff, and administrators will be placed in their mailboxes; however, all other materials must be picked up at the circulation desk.
Return items to the circulation desk.

TIPS: Are the articles you are requesting in English?
Foreign journals can be difficult to find and articles will take longer to arrive.

Dissertations, audiovisuals, and reference materials can be requested, but many libraries do not lend them.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction 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. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.