

# **Lending Policies**

## ***Olin Library***

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### ***General Policies***

We do not lend serials, LPs, reference, or special collections. We reserve the right to deny requests for items that are rare, valuable, or fragile. We will lend microforms on a case-by-case basis but would rather scan articles from our microform collection and deliver an electronic copy when possible. Government Documents are included in our circulating collection and available via Interlibrary Loan. Guests in good standing are always welcome to use our collection in person.

### ***Fees***

- IFM transactions: \$12/request
- Non-IFM transactions: \$20/request, invoices mailed monthly to borrowing libraries
- We accept 3 IFLA vouchers per loan request and 2 IFLA vouchers per article request
- Reciprocal: we do not charge a loan fee for GWLA members, Missouri libraries, or other libraries with whom we have a reciprocal lending agreement

### ***Loan Period***

Our standard loan period is 4 weeks.

### ***Renewals***

In general, we allow one 4-week renewal on most materials. Exceptions are made at the discretion of ILL and departmental library staff.

### ***Invoicing***

Invoices are mailed monthly to borrowing libraries that do not use IFM. We do not accept personal checks, money orders, or credit cards as payment. We will accept 3 IFLA vouchers per Loan request or 2 IFLA vouchers per Article request as alternate payment from international libraries.

### ***Request Methods***

We accept requests via:

- OCLC ILL
- ILLiad lending pages at <http://illiad.wustl.edu/illiad/wtu/Lending/LendingLogon.html>
- Email
- ALA forms
- Phone
- Fax
- IFLA request forms

### ***Delivery Methods***

We deliver loans via:

- US Mail

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- Courier (1<sup>st</sup> Choice)
- FedEx
- Air mail

We deliver photocopies via:

- Ariel (<http://128.252.66.18>)
- Odyssey (<http://128.252.67.41>)
- Email
- Fax
- Mail
- Courier

### ***Video Collection***

We lend DVD and VHS materials only to ARL libraries and GWLA members. The loan fees listed above apply to these requests unless the library is in GWLA or has a reciprocal agreement with us.

### ***LP Record Collection***

We do not lend LPs shelved at West Campus. We have a deflection policy in place on OCLC to automatically say no to requests for LPs.

### ***Lost Materials***

We charge a \$120 replacement fee for a lost or damaged item. Materials are considered lost if they are 90 days or more overdue.

### ***Overdues***

Lending overdues are sent monthly. The first email notice is generated for items at least 10 days past due. The second email notice is for materials that are 45 days or more overdue. The third notice is a print invoice for replacement fees on items that are 90 days or more past due.

### ***Rush Requests***

Our primary focus is to fulfill lending obligations as a member of GWLA, ArticleReach, and other ILL groups. Currently, we fill rush requests for St. Louis law firms only as time permits. A \$10 surcharge is added to our standard fees if same-day service is requested and delivery is made by 4:00pm.