

Lending Policies

Washington University, Olin Library

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. Exceptions may be made to these policies for members of resource sharing groups such as GWLA and SHARES.

Fees

- IFM transactions: \$10/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 8 weeks.

Renewals

In general, we allow one 3-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 credit card payments. 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 (Symbol: WTU)
- 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
- Courier (1st Choice) for MOBIUS members and Missouri public libraries

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- FedEx
- Air mail

We deliver photocopies via:

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

Video Collection

We lend DVD and VHS materials only to members of: ARL, MOBIUS, GWLA, and SHARES. The loan fees listed above apply to these requests unless the library is in GWLA or has a reciprocal agreement with us. There is not currently a limit to how many videos an individual library can borrow from us at one time.

Sound Recordings and LP Collection

We do not lend any audio CDs, cassette tapes, or LPs. We have a deflection policy in place on OCLC to automatically say no to these requests.

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 automatically by our ILL management system. The first email notice is generated for items at least 10 days past due. The second email notice is for materials that are 30 days or more overdue. The third notice is a paper invoice for replacement fees on items that are 45 days or more past due.

Rush Requests

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

Law and Medical Libraries

Washington University's Law (WUL) and Medical (WUM) libraries conduct separate interlibrary loan operations.