

Oregon Public Library

General guidelines for requesting Outerlibrary Loan materials

Purpose of Outerlibrary Loan

The purpose of Outerlibrary Loan (OLL) is to obtain materials not available through the South Central Library System (SCLS). This service is essential to users as it greatly expands the range of materials available to our customers.

Who is eligible to request materials?

All patrons with a SCLS library card are eligible to request materials, provided there are no outstanding fines or charges on their library record.

Is there a cost?

There is no direct charge for this service, however, costs can accrue if materials are overdue, damaged or lost. Overdue charges are \$.50 per day. Failure to return these items on time jeopardizes the Oregon Public Library's borrowing status with other institutions.

How to request materials

For book and audiovisual materials, the author, title, and if possible, year of publication are needed. Subject requests can also be submitted. For magazine articles, the title, date of publication, title and author of the article, and page numbers are required. Materials requested at the Oregon Public Library must be picked up at and returned to the Oregon Public Library.

Number of requests allowed

A maximum number of 3 requests per week can be submitted, with a maximum of 50 requests per person per calendar year. This yearly limit includes requests made at all other SCLS libraries.

Due dates and renewals

Loan periods are set by the lending library, with the average being 1-3 weeks. Some materials may be restricted to "in library use only." Renewals must be requested at least 3 days before the item is due, because renewals must be approved by the owning library (they are not guaranteed.) If the owning library recalls an item, the borrower will be notified and the item must be returned immediately.

Items that cannot be requested through Outerlibrary Loan include:

- Materials owned by SCLS
- Materials that are less than 6 months old, with the exception of newspaper or magazine articles
- Entire issues of newspapers or magazines
- Rare or valuable materials
- Materials from special collections
- Materials that do not circulate at the owning library
- Computer games and software

Materials available

Requests are accepted for most items that are not found in the library catalog, including books, magazine or newspaper articles, audiobooks, videos, DVD's, Blu-ray, and music CD's. Some libraries do not lend music and movies, so they may be difficult to receive.

How long will it take to receive my Outerlibrary Loan item?

It generally takes 2-8 weeks, depending on the location of the owning library and their response time. Borrowers will be notified by phone or email when the item is available for pick up, or if an item cannot be obtained.

Adopted June 9, 2010