

Western Wyoming Community College—Hay Library

Interlibrary Loan Services

What is Interlibrary Loan?

Interlibrary loan (ILL) is a service by which the Hay Library obtains books or articles that cannot be found in our library or in the Sweetwater County Library system.

Who may use Western's Interlibrary Loan services?

Interlibrary loan services are available to WWCC students and community members of Sweetwater County. A valid WWCC or Sweetwater County patron number is required.

What materials are available?

Any book or article in any library if it is not too rare. All materials can only be sent depending on lending library policy. Videos, CD's & DVD often cannot be sent because of policy.

What materials are NOT available?

The following types of materials of items cannot be obtained through Interlibrary Loan:

- Course textbooks
- Periodical volumes
- Recent unmicrofilmed new newspapers
- Bulky & fragile items
- Reference books
- Materials for class reserve
- Rare or valuable materials

Does it cost to use ILL?

There is no cost to the user. However, materials lost or damaged while in your possession will be charged to your account for replacement costs. The materials could cost up to \$150. So be careful using ILL materials!

How do I request ILL materials?

Come to the Hay Library to request an Interlibrary Loan, or go to the Hay Library website (<http://www.wvcc.wy.edu/4.htm>), click on the Interlibrary Loan link, and complete the form.

How long does it take to get materials?

Allow one to ten days to receive materials. We try our best to help you out as quickly as possible.

What are the policies for ILL?

- **Notification.** When ILL materials arrive you are notified by phone to pick them up at the Hay Library circulation desk. Articles sent electronically will be emailed to you.
- **Loan period.** The loan period is determined by the lending library, and is between one to four weeks.
- **Returning materials.** All ILL materials borrowed through ILL must be returned at the circulation desk unless they are photocopied articles. Please leave label in book.
- **Renewing materials.** The lending library determines whether materials may be renewed. The University of Wyoming never renews. Please let us know two days in advance if you want a renewal.
- **Overdue & fines.** Please make every effort to return materials by the due date. There are no fines unless the materials are very late.
- **Restrictions.** Lending Libraries determine any conditions with all materials loaned. Materials labeled "library use only" can only be used in our library.

Who are the contacts at the Hay Library?

- Fern Stringham 307-382-1700
- Linda Halter 307-382-1703
- Fax 307-382-7665