

## **INTERLIBRARY LOAN**

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The Lake Odessa Community Library does offer inter-library loan services to patrons residing within the Lakeland Library Cooperative service areas. The current system allows for patrons to place their own holds on items through a PAC terminal within the library or through their own home Internet Access. If a PAC terminal is unavailable, then staff will perform holds for patrons. Holds placed in the Lakeland Interlibrary loan system must be picked up at the home library of the patron placing the hold.

### **SERVICE GUIDELINES AND PROCEDURES**

Items not allowed for request on interloan:

Reference books (Encyclopedias, dictionaries, handbooks etc.)  
Rare or unusual publications  
Textbooks

Submitting requests:

If Public Access Terminals (PAC) are available in the library, patrons are encouraged to place their own holds. Staff will assist if necessary. The current system for Lakeland libraries limits the number of holds a patron may place on their card to 25.

Patrons may also search the MELCAT catalog for items unavailable through the Lakeland Library Cooperative system. This is a free statewide service available to all patrons.

Notification and status reports:

Patrons will be notified by text or through e-mail when materials are available. Materials will be held for 10 days and then returned to the lending library. Most materials arrive within 7-10 days; however some items will take weeks to arrive.

### **SEARCHING**

General requests for several items under a specific subject field will be researched at the librarian's discretion. All patrons are encouraged to search their own subject fields. Staff will help patrons get started, but cannot be expected to research a complete subject field for each patron.

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