



INTERLIBRARY LOAN GUIDELINES

Interlibrary loan is a method of sharing resources (borrowing or lending of materials) among libraries. Interlibrary loan service is available to all faculty, staff, and students. Materials that can be borrowed include: books and multimedia (sound recordings and videos).

WCCCD students, faculty and staff in need of resources not held by the Learning Resource Centers can request items via interlibrary loan services.

WCCCD participates in interlibrary loan services with DALNET (Detroit Area Library Network) *Get It Local*, Michigan Electronic Library *MeL Cat*, and SEMLOL (Southeastern Michigan League of Libraries *InfoPass* (*which must be presented to participating library*)).

Requests and delivery of items may take up to 20 days to be delivered to the Campus LRC. Please request materials well in advance.

Students, faculty and staff have a limit of 5 items that can be borrowed at one time. WCCCD Libraries reserve the right to cancel requests when the limit has been reached.

All items must be returned to the LRC by the respective due dates.

Overdue and Lost items are subject to fees. Payment of these fees becomes the responsibility of the library patron.

For additional information about interlibrary loan services, please visit a campus Learning Resource Center.