

## INTERLIBRARY LOAN PROCEDURES

**Borrowing:** There are three types of requests -  
**title, multiple copy and subject.**

- 1. Title** - to locate a specific title you should first look in the MandarinM3 Union Catalog. (If you prefer to request it on the SLS listserv, go ahead and do so, the directions are below.) The Union Catalog is located on the Orleans/Niagara BOCES website at <http://www.onboces.org/SLS.cfm?subpage=629> . When the page opens, click the Orleans/Niagara SLS Union Catalog icon to do your searching.

There is an Interlibrary Loan (ILL) form in the software. To get to it, click on "Details" and then again on "Request ILL". **The username and password is your school code, in lower case.** School codes can be found on the telephone directory. When filling out the ILL form, be sure to type in your name and school in the "Submitter Name", adjust the "Need by Date" and write any comments you might have in the "Comments" section.

**If not available, you have three other options to try:**

- a. The other Western New York School Library Systems:**

If you cannot locate what you want in the Orleans/Niagara SLS Union Catalog, then click on **the grey preferences button** on the search page to expand your search to school libraries in other BOCES.

Please note Videos and DVD's listed in the SLS catalogs are not loanable.

- b. Use the online Interlibrary Loan Request Form at <http://www.onboces.org//forms.cfm?myForm=15> or send the request to the School Library System office either via email, courier envelope or telephone.**

Cheryl Hare  
1-800-836-7510 ext. 3751  
Fax 731-4134

Email **CHare @ onboces.org**

The SLS participates in the WNYLRC Project with the University of Buffalo, and sends requests through it or to Nioga. You will be notified if it is not available.

- 2. Multiple Copies** - Either you can check the Union Catalog to see who has the book and use the online ILL form to request the books, or you can post the request to the SLS listserv. The two listserv addresses are:

Elementary is [onel @ wnylrc.org](mailto:onel@wnylrc.org) (leave the spaces out)

Secondary is [SLssecondary @ list.onboces.org](mailto:SLssecondary@list.onboces.org).

If you post the request to the listserv, **be sure to identify what you would like in the Subject line of the email.** For example: Subject: ILL Req 7 copies of The Light in the Forest. Also, make sure your name and school name is in the body of the message along with the actual request you are making, how many copies are needed and when they are needed.

**The borrower has an obligation to send an email to the list when they have enough copies.**

- 3. Subject Requests** - Either you can check the Union Catalog to look up the subject you are requesting and then order on the online ILL form, or you can post the request to an SLS listserv. The two listserv addresses are:

Elementary is [onel @ wnylrc.org](mailto:onel@wnylrc.org) (leave the spaces out)

Secondary is [SLssecondary @ list.onboces.org](mailto:SLssecondary@list.onboces.org).

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If you post the request to the listserv, **be sure to identify what you would like in the Subject line of the email.** For example: Subject: ILL Req for Holocaust books. Make sure your name and school name is in the body of the message along with the actual request you are making and the date you need the books. If for a specific grade level, be sure to include it.

**The borrower has an obligation to send an email to the list when they have enough copies.**

### Lending:

If you get a request that was sent specifically to you, **and you cannot fill it**, please reply to the sender and inform them that you cannot fill it.

**Only reply to listserv requests if you are going to loan an item requested.**

If you can fill the request, please put it in a red bag, available from the SLS office, or a courier bag or anything else that will provide a safe passage for the items you are loaning, and mark the outside of the envelope/package with the requesting librarians or library aides name and school\*. Place the item in the outgoing BOCES courier box in your school office.

**\*Send the item(s) to the SLS office if the request is from outside this BOCES or a previously identified district which does not have daily courier service.**

### Statistics:

School library staff is requested to keep statistics on any item that they borrowed or lent to another school, in this BOCES, in which the MandarinM3 ILL form was not used. Around June 10th every year, the SLS sends out a count of what it has for individual school libraries borrowing and lending for that school year, and asks the library staff to adjust the figures for the SLS statistics. The SLS also requests that they include statistics for any items borrowed and lent within the same district.

The SLS Director will be happy to visit any library to demonstrate the SLS MandarinM3 Union Catalog and the Western New York School Library Systems' Union Catalog.

Approved 12/14/10