OUTER-LIBRARY LOAN REQUEST

Date: _____

Requestor: _____ Phone: _____

Library Card #: _____ Item needed by (date): _____

Item requested *(please provide all the info you can)*

Title:_____ Publication/Release Date: _____

Format ☐ Book ☐ DVD ☐ CD ☐ Other _____

For books	**For periodical articles**
Author: _____	Publication Name: _____
Publisher: _____	Article Title: _____
ISBN: _____	_____
	Volume, Issue #: _____

Additional information

Lodi Public Library Outer-Library Loan Request

Instructions

Please provide as much detail as possible in filling out the form on the front. In the top portion put your information and in the bottom portion put the information about the item you would like. For all items, put the title, date of publication/release, and format of the item. If you are requesting a book or periodical, please fill out the additional information in the appropriate box. Any additional information or explanation, please put at the bottom of the form.

Limitations

Outer-Library loans (OLLs) are materials borrowed from outside the South Central Library System (SCLS). They're items that are not in LINKCat and the libraries that are lending them are doing us a huge favor by doing so, so there are special rules regarding requesting materials, taking care of materials, returning them, due dates, and renewals. Please see the full OLL policy on our website at www.loidpubliclibrary.org/policies for details under policy LP15.

Since requests are being manually processed by staff, OLL requests will take longer to fill than normal holds within the library system.

Many items can be requested via OLL but there are some restrictions. Items not eligible for request: items that are less than 6 months old, entire issues of magazines, reference items, e-books and downloadable audiobooks, computer games, Rosetta Stone software, vinyl LP recordings, and playaway devices. Other items may be difficult to obtain, such as audiovisual materials, multi-volume sets, microfilm, and geneaological materials. For a full list of SCLS guidelines about OLLs, see https://www.scls.info/ill/help/guidelines.html. Lodi has some additional restrictions which are outlined in our policy LP15.