

Outer-Library Loan (OLL) POLICY

LP15 | REVISION 0 | REVISED 6/20/2022

I. Introduction and Purpose

Outer-Library Loans (OLLs) are materials that we borrow from libraries outside of the South Central Library System (SCLS). These items can be lent to us from a library within Wisconsin or from a library outside of the state. Lending libraries set their own OLL due dates and can establish their own rules of use, which we are obliged to follow. Because OLLs can be rare materials, difficult to obtain, and/or costly to ship, we've established the following guidelines for governing our service.

II. Items That Cannot Be Requested Via Outer-Library Loan

- A. Items in LINKcat.
- B. Items that have been published in the last six months.
- C. Entire issues of magazines.
- D. Reference materials (note: patrons may request photocopies of parts of these materials by submitting a citation).
- E. E-books and downloadable audiobooks.
- F. Computer software.
- G. Rosetta Stone software.
- H. Vinyl LP recordings.
- I. Playaway devices.

III. Request Guidelines

- A. Patrons may request no more than 50 Outer-Library Loans per year.
- B. Patrons may request no more than 5 multi-volume Outer-Library Loans per year
- C. Renewal requests must be made 3 days before the item is due. Renewals are granted at the discretion of the lending library. Not all renewal requests will be accepted.
- D. Outer-Library Loans may not be re-requested for 6 months after the item has been returned. Multi-volume items may not be re-requested for 1 year after the item has been returned.
- E. Patrons may not have more than 10 Outer-Library Loans checked out at the same time. No new Outer-Library Loans will be requested until the patron has fewer than 10 Outer-Library Loans checked out. Only 1 multi-volume item may be checked out at a time.
- F. Outer-Library Loans must be returned inside the library at the circulation desk, not in the drop boxes in the lobby. Items returned in the lobby drop boxes may be subject to a fine.
- G. Patrons that damage, lose, or habitually return items late will not be allowed to make Outer-Library Loan requests for a period of time to be determined by the Library Director.
- H. Items that are requested may be acquired for our collection rather than requested via OLL if the item fits with our collection development goals.