

Interlibrary Loan Policy

Interlibrary loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States. The Chautauqua-Cattaraugus Library System will use the OCLC Worldshare program for out of system requests.

- Interlibrary loan services are available to CCLS card holders.
- The CCLS catalog must be searched for availability within the system before submitting a book request.
- CCLS will request:
 - Fiction Books
 - Non-fiction books
 - Journal Articles
 - Microfilm/Microfiche
- CCLS does not request
 - Materials published within the last six months.
 - CDs or DVDs
 - Playaways, downloadable books or ebooks
 - Titles owned in within CCLS
- Renewals are governed by the lending library.
- Borrowed materials can be recalled by the lending library at any time.
- CCLS makes every effort to find materials at libraries that do not charge fees.
- Patrons have to option to pay additional fees if required.
- If a request is filled, the patron will be pay \$2.00 to help cover the OCLC service.
- Borrowing library will receive a bill from CCLS Business Office for any out-of-system Interlibrary loans received during that month.