

## Interlibrary Loan Lending Policies

Michener Library, ILL  
Campus Box 48  
501 20<sup>th</sup> Street  
Greeley, CO 80639-0091  
Email: [library.ill@unco.edu](mailto:library.ill@unco.edu) or [sarah.vaughn@unco.edu](mailto:sarah.vaughn@unco.edu)

OCLC Code: COV  
Fax: 970-351-2540  
Phone: 970-351-1539  
Odyssey: 206.107.44.192

### We Accept requests:

- OCLC, ALA by fax or mail, email to [sarah.vaughn@unco.edu](mailto:sarah.vaughn@unco.edu) or [library.ill@unco.edu](mailto:library.ill@unco.edu)

**Billing method:** IFM or invoiced with material

### Charges for loans or photocopies:

- **BCR, Amigos, LVIS, reciprocal & Colorado libraries** (*unless you charge us*) and **Formal** reciprocal agreements, no charge
- For-profit corporate libraries, law firms, information services and International libraries \$25.00 IFM or \$30.00 invoiced
- All others \$15.00 IFM or \$20.00 invoiced
- Rush items \$35.00 (using your FedEx number)

**Loan period:** Five weeks with **NO** Renewal

### Dissertations/Theses:

- Will lend if circulating copy or Microfiche/film is available.
- Dissertations from 1940-present are also available from UMI.

### Non-Circulating items:

- All media including CDs, DVDs, VHS, and sound recordings do not circulate.
- Items older than 100 years – will copy selected pages if possible
- Reference and Archival materials – will copy selected pages if possible
- All standardized educational and psychological tests have restricted access. No photocopying or ILL allowed.

### Request Guidelines:

- One request per 8.5 X 11 inch paper
- Requests must contain complete citation information and your complete delivery and contact information.
- ALA requests are accepted without alteration.
- Faxed requests are NOT considered RUSH unless specified. \$35.00 RUSH charge applies.
- We will gladly send copies as PDF attachments to valid e-mail addresses.

### For more information:

Please contact Sarah Vaughn at [sarah.vaughn@unco.edu](mailto:sarah.vaughn@unco.edu) or call (970) 351-1539.