Interlibrary Loan Lending Policies

Michener Library, ILL  OCLC Code: COV
Campus Box 48  Fax: 970-351-2540
501 20th Street  Phone: 970-351-2580
Greeley, CO 80639-0091  Odyssey: 206.107.44.192
Email: library.ill@unco.edu or Patricia.Chapman@unco.edu

We Accept requests:
- OCLC, ALA by fax or mail, email to Patricia.Chapman@unco.edu or 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 Patty Chapman at Patricia.Chapman@unco.edu or call (970) 351-2580.

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