



## Interlibrary Loan and Document Delivery Stephen B. Luce Library Procedures

Stephen B. Luce Library is a member of NYLINK, SUNY and participates in the OCLC Inter Library Loan System (ILL) making resources, not owned by the library, available to our library users. Requests may be submitted by either in person by filling out ILL forms at the circulation counter or via on-line e-mail. Requests submitted for ILL are processed in accordance with the procedures outlined in the OCLC Inter-Library Loan Manual, and on-line ILL-web system of NYLINK by the Readers Services Staff. Usual delivery time for items for ILL is around a week to 10 days. Services are mostly free of charge but in rare occasion some libraries charge for the loans. In this case, the patron will be notified.

### **ILL/Doc. Delivery privileges:**

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