

INTERLIBRARY LOAN LENDING POLICIES

Chicago state University 2009

General Information

- **OCLC Supplier:** OCLC Symbol (IAA). Reciprocal lender and international lender.
- **Group Affiliations:** LVIS, SILO, MLS, ILLINET.
- **Library Catalog:** <http://i-share.carli.illinos.edu/csu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>.
- **Non-circulating:** Black Studies, Special Collections, Reference, Media Collections, Microforms, Maps, Serials, and Thesis

Contact Information

- **General Contact:** Fax: (773) 821-2581; E-mail: iloan@csu.edu; Phone: 773-821-2699; Address: Chicago State University/ILL, 9501 South King Drive, Chicago, Illinois 60628.
- **OCLC Contact:** Carol Honore; Phone: 773-995-2222.
- **I-share Contact:** Thomas Johnson; Phone: 773-995-2820
- **Administrative Contact:** Li Fu; Phone: 773-995-2224

Loans

- **Request Methods Accepted:** OCLC, ALA, Email, Fax, USPS/UPS Mail and IP addresses.
- **Loan Period:** 4 weeks.
- **Renew Period:** 2 weeks provided the item has not been recalled.
- **Delivery Method:** ILDS (preferred), USPS, UPS, borrower-pickup.
- **Rush Order:** please [contact us](#).
- **Billing:** invoice to follow by OCLC IFM

Fees (Tax included)

- **Loans**
 - **Free** For *all non-profit* organizations (with exception of non-reciprocal institutions)
 - **\$10** For *all profit organizations* (with exception of LVIS)
 - **\$30** For *all International (non-U.S.)* organizations, for one title up to 4 volumes
 - **\$3** Additional charge for *non-IFM*
- **Photocopies**

- **Free** For *all ILLINET or LVIS* organizations, up to 30 pages, \$5 for each additional 10 pages
- **\$15** For all *non-ILLINET, non-LVIS* libraries if under in under 30 pages, \$5 for each additional 10 pages
- **\$20** For *all International* library/organizations up to 20 pages
- **Delivery/Shipping**
 - **ILDS: Free for all ILDS** affiliated libraries
 - **UPS:** Minimum \$10 + cost of shipping. If 2-5 pound, each additional \$5
 - **USPS:** Minimum \$5. If 2-5 pound, each additional \$5
 - **International Airmail:** Minimum \$15. If 2 pound or more, each additional \$10
 - **Non-IFM:** \$3, additional charge for non-IFM borrowers
- **Pay Options**
 - **IFM:** ILL Fee Management (IFM) through OCLC is preferred
 - **Check Payment:** Checks that can be drawn in U.S. dollars or with a U.S. postal money order are accepted
 - **Foreign Funds:** Conversion fee of \$20 or more will be charged
- **Payable to:** Chicago State University
 - **Send payment to:**
Chicago State University, Interlibrary Loan
9501 South King Drive
Chicago, Illinois 60628