**OUT-OF-SYSTEM INTERLIBRARY LOAN INSTRUCTIONS**

**for OWWL Member Library Staff**

REVISED APRIL 2023

Out-of-system interlibrary loans require special processing.

**CIRCULATION**

*Special loan items have different due dates:*

* Check the label for due date

*The due date allows for travel time*

 *from your library to OWWLHQ*

*No additional time needs to be calculated*

Due Date: MM-DD-YYYY

* Upon check-out, enter **SPECIFIC DUE DATE** to match the date on the label



***Be sure to tell the patron this special due date***

**RETURN DELIVERY**

*Special loan items require special handling:*

Secure the item **in an envelope** marked for **OWWLHQ-ILL** and place it in a delivery bin

**RENEWALS**

*Special loan items require renewal approval:*

Library staff **MUST CONTACT OWWLHQ** to request renewal of eligible items

OWWLHQ staff will notify the member library of the request outcome

* If approved, OWWLHQ staff will edit the patron’s due date
* If denied, the current due date will remain in effect
* If no contact is possible, you may extend the loan for *1 additional week only*
	+ Be sure to email ill@owwl.org with this information

***Member library staff will need to notify patron of the renewal status***

Questions? Contact Kathryn Riedener at ill@owwl.org