Lending Policies
Washington University, Olin Library

General Policies
We do not lend serials, LPs, reference, or special collections. We reserve the right to deny requests for items that are rare, valuable, or fragile. We will lend microforms on a case-by-case basis but would rather scan articles from our microform collection and deliver an electronic copy when possible. Government Documents are included in our circulating collection and available via Interlibrary Loan. Guests in good standing are always welcome to use our collection in person. Exceptions may be made to these policies for members of resource sharing groups such as GWLA and SHARES.

Fees
- IFM transactions: $10/request
- Non-IFM transactions: $20/request, invoices mailed monthly to borrowing libraries
- We accept 3 IFLA vouchers per loan request and 2 IFLA vouchers per article request
- Reciprocal: we do not charge a loan fee for GWLA members, Missouri libraries, or other libraries with whom we have a reciprocal lending agreement

Loan Period
Our standard loan period is 12 weeks.

Renewals
In general, we allow one 3-week renewal on most materials. Exceptions are made at the discretion of ILL and departmental library staff.

Invoicing
Invoices are mailed monthly to borrowing libraries that do not use IFM. We do not accept credit card payments. We will accept 3 IFLA vouchers per Loan request or 2 IFLA vouchers per Article request as alternate payment from international libraries.

Request Methods
We accept requests via:
- OCLC ILL (Symbol: WTU)
- ILLiad lending pages at http://illiad.wustl.edu/illiad/wtu/Lending/LendingLogon.html
- Email
- ALA forms
- Phone
- Fax
- IFLA request forms

Delivery Methods
We deliver loans via:
- US Mail
- Courier for MOBIUS members and Missouri public libraries
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- UPS
- Air mail

We deliver photocopies via:
- Odyssey (http://128.252.67.41)
- Article Exchange
- Fax
- Mail
- Courier

**Video Collection**
We lend DVD and VHS materials only to members of: ARL, MOBIUS, GWLA, and SHARES. The loan fees listed above apply to these requests unless the library is in GWLA or has a reciprocal agreement with us. There is not currently a limit to how many videos an individual library can borrow from us at one time.

**Sound Recordings and LP Collection**
We do not lend any audio CDs, cassette tapes, or LPs. We have a deflection policy in place on OCLC to automatically say no to these requests.

**Lost Materials**
We charge a $120 replacement fee for a lost or damaged item. Materials are considered lost if they are 90 days or more overdue.

**Overdues**
Lending overdues are sent automatically by our ILL management system. The first email notice is generated for items at least 10 days past due. The second email notice is for materials that are 30 days or more overdue. The third notice is a paper invoice for replacement fees on items that are 45 days or more past due.

**Rush Requests**
Our primary focus is to fulfill lending obligations as a member of GWLA, Rapid, SHARES, and other ILL groups. Currently, we fill rush requests for St. Louis law firms only as time permits. A $10 surcharge may be added to our standard fees if same-day service is requested and delivery is made by 4:00pm.

**Law and Medical Libraries**
Washington University’s Law (WUL) and Medical (WUM) libraries conduct separate interlibrary loan operations.