

SUNY Institute of Technology at Utica/Rome, Cayan Library (YTM)
ILL Policies for Libraries

Interlibrary Loan Department---Shipping Address and Return To Address:

SUNY Institute of Technology at Utica/Rome
Cayan Library
P.O. Box 3050
Rt 12 North
Utica, NY 13504

Fax: (315) 792-7517

Ariel: 149.15.108.42

Lending contact: Lillian Soja (315) 792-7249 E-mail: slms1@sunyit.edu

Borrowing contact: Jacquelyn Coughlan (315) 792-7250 E-mail: jackie@sunyit.edu

Library catalog: <http://delaware.sunyconnect.suny.edu:4530/F>

Group affiliations: CNYG, GNYS, LAND, LVIS, NE@R, NEPU, NYUL, RSUN, XSYT,
ZERO, ZUAU, ILLD

We welcome reciprocal agreements.

Procedures: Submit a request via OCLC or fax an ALA form.
We loan for free to all libraries and welcome reciprocal agreements.

Loan periods and renewal requests:

Initial loan periods are 28 days with one renewal allowed if not on hold for our patron.
Please submit the renewal request via OCLC or via fax if ALA form. Please include all contact information and the title and ILL number of the item.

Materials available for lending:

General collection monographs, thesis (if second copy is available), government documents, audio-visual (except DVDs).

Materials not available for lending:

Selected items from special collections, DVDs, periodicals, reference books, newspapers, and items on reserve.

Charges for lost materials:

SUNYIT charges replacement cost plus a \$10 processing fee (processing fee subject to change).

The ILL department is closed between Christmas and New Year's Day.
Please contact us if you have any further questions.