

## **Interlibrary Loan Policies for Borrowing Libraries**

**OCLC Symbol: YTM** 

### **Shipping and Return To Address**

SUNY Polytechnic Institute / Cayan Library

100 Seymour Road

Utica, NY 13502

# **Lending and Borrowing contact**

ill@sunypoly.edu | 315-792-7245

### Library catalog

### https://suny-

<u>ins.primo.exlibrisgroup.com/discovery/search?query=any.contains.war&tab=LibraryCatalog&search\_scope=MyInstitution&vid=01SUNY\_INS:01SUNY\_INS&mfacet=rtype,include,books,1&lang=en&offset=0</u>

### **Group affiliations**

CLRC, CNYG, GNYS, IDSZ, ILLD, LAND, LVIS, NE@R, NEPU, NYUL, RSUN, XSYT, ZERO, ZUAU.

### **Procedure**

Submit a request via OCLC or email request at ill@sunypoly.edu.

#### Restriction

We require reciprocal agreements. We provide materials to only those libraries that lend materials for free, either through individual reciprocal agreements or consortial or group partnerships such as LVIS or IDS.

### Loan periods and renewal requests

Initial loan periods are 90 days with a one-month renewal allowed if the item is not needed by our patron.

## Materials available for lending

General collection monographs; microforms; government documents; DVDs.

### Materials not available for lending

Selected items from special collections, reference books (except for special circumstances), and items on Reserve.

### **Charges for lost materials**

SUNY Poly charges replacement cost plus a \$10 processing fee.