

Saint Anselm College

Interlibrary Loan Lending Information

Requesting Items

Geisel Library accepts requests via OCLC, DOCLINE, and ILLiad. If your library is not an OCLC or DOCLINE member, please contact our [ILL Office](#) to set up an ILLiad account for your library to submit requests. Please note that we can no longer accept requests via phone, email, or fax. All loans are subject to availability and approval and may be recalled if needed locally.

Charges

We lend for free to New Hampshire libraries as well as LVIS and NO\$\$ members (for returnable and non-returnable items), LYRA members (for returnable items), and SIXX members (for non-returnable items). We also lend for free to EAST members who do not charge other EAST members.

International libraries are charged reciprocally, but with a minimum charge of \$15 for returnable items shipped internationally. (International LVIS members are exempt from this charge.) If an international library does not specify its charges in the OCLC Policies Directory, we charge a default \$15 for any filled request (returnable or non-returnable).

The default charge for corporate/for-profit/law firm libraries is \$20. This default applies only when the corporate/for-profit/law firm library does not specify its charges in the OCLC Policies Directory (and does not belong to one of our reciprocal groups). Corporate libraries with specified lending charges will be charged reciprocally.

For all other libraries and in all other cases, **we charge what you charge**. We welcome reciprocal agreements.

Invoices for lost or damaged books will include a \$25 processing fee in addition to replacement and shipping costs.

Loan Periods and Renewals

Our loan period for books is 6 weeks from the shipping date, with the opportunity for a 3-week renewal (from the date the renewal is granted) unless the item is needed locally. Our loan period for audiovisual materials is 3 weeks from the shipping date with no renewals. Exceptions to these renewal policies may be made at the discretion of the ILL Office.

Shipping Information

Loans to New Hampshire libraries are shipped through the statewide van service. Out-of-state loans are shipped through library mail. Please box all audiovisual and delicate materials as well as any large, heavy, or multi-volume items. Please do not use padded jiffy bags; bubble mailers are fine.

Copies are delivered via Odyssey, Article Exchange, and email (PDF file). Mail and fax deliveries may be arranged by special request. Please inform us promptly if pages are missing or need to be resent.

Non-Circulating Materials

Periodicals, Reference, Maps, Microforms, Newspapers, Special Collection Materials (e.g. Abbey Collection, Anselm Collection), CTE Collection, Curriculum Videos, Curriculum Juvenile, New England Collection, New Hampshire Institute of Politics Research Center (NHIOP) Collection, Rare Book Collection, Reading Room, Reserves, Saint Anselm College Archives, Senior Honors Papers.

Feature films, audio, and non-educational TV programs are loaned to New Hampshire libraries only.

Updated 6/12/18

[Geisel Library Catalog](#)

OCLC Information

Symbol: SAC | Group Affiliations: EAST, LVIS, LYRA, NO\$\$, NEUL, KBIL, KBWC, ILLD, ULDM, SIXX, NEPU

DOCLINE Information

Symbol: NHUGLS | Group Affiliations: EFTS, Freeshare, SNHSL

Odyssey Address: 206.107.43.163/ILL | **Email Address:** illsta@anselm.edu