



MANISTEE COUNTY LIBRARY
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Interlibrary Loan Policy

The Manistee County Library offers two separate resource sharing opportunities for patrons to request items that are not part of the MCL materials collections.

- I. MelCat loans allow MCL patrons access to materials from the collections of over 400 Michigan libraries that participate in the system.
- II. OCLC loans allow MCL patrons to request highly specialized items that are not easily accessed through the MCL collection or the MelCat system.

Eligible Patrons

The MelCat and OCLC resource sharing service is available to registered Manistee County Library patrons. Patrons must be in good standing.

Patron Responsibilities

- Patrons are responsible for making sure their contact information is up-to-date
- Patrons are also responsible for returning items to the library from which they were borrowed on or before the stated due date
- Patrons are responsible for any lost or damaged items
- If patrons return ILL materials to a library outside of the MCL system, they are responsible for fines accrued until the items are checked in by Manistee County Library

I. MeLCat Loans

- **Maximum number of MeLCat requests:** Eligible patrons will be allowed to have up to 70 active MeLCat requests at a time. MeLCat requests are active from the time they are made until the requested items have been returned to the lending libraries or until they are canceled.
- **Fees for MeLCat requests:** There is no fee for Melcat requests.
- **Patron assistance:** Requests for materials are patron-initiated and can be completed online without MCL staff assistance. Patrons can search, make requests, renew, review status and cancel requests prior to the item's shipping. MCL staff is expected to help patrons use the resource sharing system and to communicate between their patrons and the lending libraries about items not returned, items damaged, and other situations.

II. OCLC Loans

OCLC resource sharing is for specialty items that are not available from the MCL collection or through MelCat resource sharing. OCLC requests require an extended amount of searching by MCL staff and can take a month or more to fill.

- **Maximum number of OCLC requests:** Eligible patrons will be allowed to have up to a total of 10 active OCLC requests and OCLC items checked out at a time. OCLC requests are active from the time they are made until the requested items have been returned to the Manistee County Library or until they are canceled. Additional OCLC requests can be accepted as previously requested items are canceled or returned to the Manistee County Library.
- **Fees for OCLC requests:** There are no fees for OCLC requests.
- **Patron assistance:** The Manistee County Library will notify the patron by telephone or mail that the requested item(s) has been delivered. It is the patron's responsibility to make sure the Manistee County Library has current contact information. The patron has one (1) week to pick up the item(s). Special service requests for materials utilizing OCLC resource sharing must be made through MCL staff. Renewals are not available on OCLC loans.

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