

**Kentucky Wesleyan College  
Howard Greenwell Library**

**INTERLIBRARY LOAN POLICY**

Through its interlibrary loan service Howard Greenwell Library provides access to books and periodicals not available in the Owensboro area.

**General Guidelines**

- Only KWC students, faculty and staff may use the service. Other patrons will be referred to their own libraries to submit a request.
- A patron must have a KWC library card with no overdue items or unpaid fines.
- The Library will assume the first \$10.00 of any charges. Patrons will be notified if the charge exceeds \$10.00 and may pay the excess.
- Materials available at Brescia University, the Owensboro Community and Technical College (OCTC) or the Daviess County Public Library will not be ordered. KWC patrons may deal directly with these libraries.
- Patrons should allow a minimum of ten days for delivery of items requested.
- Textbooks for a semester's use are not borrowed.

**Book Requests**

1. There is no charge for book requests.
2. Renewal requests must be made before the item's due date.
3. Library privileges will be suspended until all overdue ILL items are returned.

**Periodical Requests**

Articles may be kept by the patron.

**Interlibrary Loan Requests from the Daviess County Public Library**

Individuals who are not eligible for a KWC library card may use their borrowing privileges at the Daviess County Public Library and the interlibrary loan process to borrow materials from Greenwell Library.

These patrons may not borrow reference materials, periodicals, AV materials or restricted government documents.