Falling Water River Regional Library
OCLC Interlibrary Loan Policy

The Falling Water River Regional Library is providing Online Computer Library Center (OCLC) Interlibrary Loan Service (ILL) to supplement and expand the range of materials an individual library can make available to its users. Our service is available to public libraries in the Falling Water, Buffalo River, Red River, Hatchie River, and Obion River regions. OCLC Interlibrary Loan serves as an adjunct to, not a substitute for, AGent Online. The Falling Water River OCLC Interlibrary Loan Service does not accept subject requests or answer reference questions.

The borrowing library:

- Is responsible for the safety of any materials borrowed from the time the material leaves the OCLC lending library until it is received back by the lending library.
- Is responsible for cost of replacement of lost items from the time the lending library ships the item.
- Is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement in accordance with the preferences of the OCLC lending library.
- Must comply with the conditions of loan established by the lending library.

Note: All Interlibrary Loan requests are subject to the copyright law of the United States (Title 17, United States Code) and its accompanying guidelines. OCLC requires compliance to the copyright law as part of its Interlibrary Loan Policy.

**FWRRL OCLC ILL PROCEDURES**

- Check that the library does not own the material needed.
- Check that the item is not available from the Tennessee Public Library Catalog via AGent ILL.
- Check that the item is not available from the University of Tennessee-Knoxville’s ILL.
- Check that the journal, periodical, or newspaper article is not available online from the Tennessee Electronic Library (TEL) or the Tennessee Public Library Catalog via AGent ILL.
- Use the FWRRL ILL request forms and email them as attachments. Verify the item’s bibliographic information in a source such as the online Library of Congress catalog at [www.loc.gov](http://www.loc.gov) or OCLC’s WorldCat at [www.worldcat.org](http://www.worldcat.org).
- ILL requests should be submitted only to the following email address: fwrll.tsla@tn.gov.
- Requests should not be submitted by telephone or fax.
After each item is received and then returned to the OCLC lending library, an email should be sent to FWRRL at the same address so the ILL online record can be updated and maintained. Please include the title and author in each email.

Materials that should not be requested through OCLC ILL include:

- Genealogy materials
- Whole issues of journals, periodicals, or newspapers
- Current books published within the last 12 months, such as bestsellers in adult and youth fiction/nonfiction
- Popular title series in adult and youth fiction/nonfiction
- Popular paperback adult/youth fiction title series

Materials that may not be available through OCLC ILL include:

- Rare materials, including manuscripts
- Reference materials
- Audio-visual items (Videos, CDs, DVDs, and Audiocassettes)

Note: Students and professors requesting research materials should be referred to their local university or college library to fulfill their interlibrary loan requirements. Academic libraries provide online interlibrary loan privileges to students for borrowing materials.

FWRRL OCLC ILL Contact Information:

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