Acceptable Methods of Transmission
- OCLC: Yes
- ALA Form: Yes
- Telephone: No
- Fax: No
- Email: Yes (use ALA form)

Books
- Lend in-print books: Yes
- Number of volumes per title loaned: 4
- Length of loan: 6 weeks
- Renewals: Kudzu only

Periodicals
- Lend: No (some exceptions made for older bound journals)

Newspapers
- Film: Yes, maximum 4 reels at a time per title, resubmit for additional reels
- Length of loan: 6 weeks
- Renewals: Kudzu only

Doctoral Dissertations/Masters Thesis
- Length of loan: 6 weeks
- Renewals: Kudzu only
- Copies available from our library: No
- PhDs available from UMI at UMI’s website
- Masters thesis copies available from our library if author has waived copyright, or if request is accompanied by written permission of author

Technical Reports: Yes

Computer Software: No

Government Documents (US/State/Local/Foreign): Yes

Audiovisual Materials
- Lend in state: Yes
- Lend out of state: Alliance partners only
- Length of loan: 4 weeks
- Renewals: No
- Late fees: $1.00 per day overdue

Loan Fees (all material types, i.e., books, newspapers, microforms)
(Base fees only – other fees may apply)
- Corporate and for-profit Kentucky libraries: $5.00
- Academic, Public, not-for-profit out of state: $15.00
- For-profit out of state libraries: $20.00
• Non-U.S. libraries: $40.00

Reproduction Fees
(Base fees only – other fees may apply)
• Corporate and for-profit Kentucky libraries: $5.00, up to 20 pages
• Academic, Public, not-for-profit out of state libraries: $15.00, up to 20 pages
• Corporate, for-profit out of state libraries: $20.00, up to 20 pages
• Non-U.S. libraries: $15.00 (electronic delivery), $40.00 (mail)
• $5.00 each additional 20 pages – all categories

Rush Fees
(Base fees only – other fees may apply)
• Corporate and for-profit: $10.00

Groups of libraries for which fees are waived
• KLN
• SoLine
• ASERL-WRLC
• KYVL
• Kudzu

Billing authorization required: Yes

Requests will not be processed if no charge authorization is provided on non-OCLC forms. Per OCLC guidelines, if MAXCOST is left blank, you will be billed.

Billing Procedures
• Prepayment is not required. DO NOT send checks in advance of invoice, even with confirmed material availability.
• OCLC IFM preferred
• Invoice with item: Yes, additional $5 billing surcharge
• US postage stamps are not accepted as payment
• IFLA Vouchers are accepted for Non-U.S. Libraries only

Packing requirements for mailing
• Books: We send Library Rate
• Photocopies: Odyssey, Article Exchange, or 1st Class
• Accept Jiffy bag: Yes, unless otherwise indicated

Service is suspended during holidays, and there is no shipping of loans between December 15 and January 3.