

LIBRARY: GRACE BALLOCH (SPEARFISH) MEMORIAL LIBRARY										CODES				
ADDRESS: 625 NORTH 5TH STREET SPEARFISH, SD 57783					FAX: 605-642-1329					SDLN: SPF				
ILL LENDING CONTACT: MARY GILLICK					PHONE: 605-642-1330					OCLC:				
E-MAIL ADDRESS: mgillick@sdln.net										COURIER: SPF				
ILL BORROWING CONTACT: Mary Gillick					PHONE: 605-642-1330					DOCLINE:				
E-MAIL ADDRESS: mgillick@sdln.net					ILLIAD Request:					ARIEL:				
Will accept Orders via														
X items that apply										X all items that you agree to lend. Add comments for any exceptions.				
Ariel	Mail	Fax	Phone	OCLC	SDLN	DOCLINE	Email	FORMATS			Will Supply	Renewals	Length of Loan	Comments
	X		X		X		X	<b>C-Copy:</b> for copies from periodicals, serials, journals, magazines & newspapers in any format.			X			
								<b>L-Printed:</b> for loans of monographs, books, conference papers, scores, dissertations & atlases in printed format.			X	X	4 WEEKS	Renewal is 4 weeks.
								<b>L-Micro:</b> for loans (not copies) of microfiche, microfilm or other microformats.			X	X	2 WEEKS	We have Queen City Mail. We charge \$5.00 for shipping.
								<b>L-Video:</b> for loans of films, movies or motion pictures in any format including VHS, DVD, or video kits.			X	X	2 WEEKS	Renwal is 2 weeks.
								<b>L-Audio:</b> for loans of both music & spoken recordings in any format including CDs, DVDs, as well as audio kits.			X	X	4 WEEKS	Renewal is 4 weeks.
<b>Methods of Delivery</b> X items that apply								<b>L-MR:</b> for loans of computer software/files in any format including CD-ROM, DVD, of floppy disks. Software bound with books is treated as L-Printed.			X	X	2 WEEKS	We have some interactive media.
Ariel	Mail	Fax	Courier	UPS	Email			<b>L-Other:</b> for loans of items not listed above, i.e.manuscripts, archives, maps, visual material (two dimensional), filmstrips, online items & slides.					N/A	
	X		X		X			<b>Any Media:</b> for requests of any material type.			X	X		All participating ILL libraries should be defined in Aleph as potential suppliers in this list in order to force a request to that library.
Special Comments and Notes:														