

**Interlibrary Loan Service
Public Libraries of the Province of Saskatchewan
c/o Palliser Regional Library System (SMJP)**



Effective April 1, 2015, the interlibrary loan service for the public libraries of the Province of Saskatchewan has been centralized through the offices of the Palliser Regional Library (SMJP), in Moose Jaw Saskatchewan. As part of the consolidation we have implemented a new automated ILL system, VDX Host Canada ILL, developed by OCLC.

SMJP is now the central processing and distribution point for the **Saskatchewan Library and Information Service (SILS)** which is the one-stop catalogue serving all the public library branches of the following systems:

All requests for these library systems and their branches should be sent to NLC-BNC: SMJP

Saskatchewan Public Library Systems	NLC-BNC Symbol	Mediated by
Chinook Regional Library (SK)	SCR	SMJP
Lakeland Library Region (except Lloydminster AB/SK)	SNB	SMJP
Pahkisimon Nuye'ah Library System	SLPN	SMJP
Palliser Regional Library	SMJP	SMJP
Parkland Regional Library (SK)	SYP	SMJP
Regina Public Library	SR	SMJP
Saskatoon Public Library	SS	SMJP
Saskatchewan Provincial Library and Literacy Office	SRP	SMJP
Southeast Regional Library	SWSE	SMJP
Wapiti Regional Library	SPANC	SMJP
Wheatland Regional Library	SSW	SMJP

STEPS TO FOLLOW TO SEND AN ILL REQUEST:

1. **Is it a fit for their ILL Lending Policy**
 - **No Charge** Loan or Photocopy
 - **Charges** for birth/date/marriage records from the archives
 - **Replacement** \$20.00 juvenile hard cover; \$30.00 adult hard cover
 - **Renewals** No Renewals allowed
 - **Not for loan** archives; rare; reference; serials; e-books; DVDs; music CDs

2. **Be 100% positive that an Ontario Public Library does not own the item**
Search all of the INFO VDX profiles representing Ontario public libraries before you submit an interlibrary loan request to Saskatchewan.

3. Submit your requests using VDX

- a. Select the “Out of Province [shared]” profile in VDX to search the **Saskatchewan Public Libraries (SILS)** catalogue

Current Profile:

Search for:

Searchable Collections

- [Bibliothèque et Archives nationales du Québec](#)
- [Saskatchewan Public Libraries \(SILS\)](#)

- b. Be sure to check “Availability” in the holdings display. There is no point in submitting a request for a “LIB USE ONLY” availability indicator.

Call Number	Availability
Regina - Central Prairie History PHR 289.77127 P	LIB USE ONLY

- c. If proceeding with a request, VDX has been configured to automatically enter SMJP in the rota, regardless of the holding information in the bib record.
- d. Add your patron details as usual
- e. Select “Authorised” before you submit the request.

[Request Details](#)

Authorisation Status:

Item Format:

FOLLOW UP ON A REQUEST

- **Waiting period**

SMJP is committed to processing all requests as quickly as possible. A fee will be charged to libraries for urgent requests, which will be processed as a first priority.

- **Request status**

The ILL system, *VDX Host Canada ILL*, will automatically send various e-mail/ISO ILL messages depending on the protocol used informing the requesting library of the status of their request.

ITEM DELIVERY

- **Book or other**

The items are sent by Library Material Rate postage with a prepaid return label, but rush requests can be sent by courier on request for a fee.

- **Journal articles or part of a work**

Photocopies are transmitted to the requesting library electronically in PDF format using standard e-mail. Photocopies can be sent by fax on request for a fee.

LOAN PERIOD

A loan period totalling six (6) weeks will be granted, starting on the day the document is received at the requesting library. It must be back to the lender by the due date so please accommodate the return in your internal lending period. No renewals allowed.

RETURNING BORROWED ITEMS

Loans must be returned by the due date.

CONTACT INFORMATION

ILL hours of operation - the service is open Monday to Friday from 8:30 am to 12 pm, and 1 pm to 4:30 pm. (Saskatchewan Time)

Contact: Jacqueline Bocek (illstaff@sasklibraries.ca)

Saskatchewan Public Libraires Central Interlibrary Loan Service

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Moose Jaw, Sk S6H 5C9
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Fax: (306) 692-5657
Ariel: 139.103.41.18
Library symbol: SMJP