

# How do I borrow a book from the Windsor or Chatham Campus libraries?



- Visit the “Library” page ([www.stclaircollege.ca/library](http://www.stclaircollege.ca/library)) on the St. Clair website, and click on the library catalogue to search for a book in the Windsor or Chatham library.
- Once you’ve found a book that you would like to borrow, visit the InterLibrary Loan page, and fill out the online InterLibrary Loan form.
- The Windsor Campus or Chatham Campus Library will email you to let you know whether the book is available.
- When your loan comes in, you will be contacted by phone or email to pick it up at the Student Services Desk – Room 127 at the St. Clair Centre for the Arts – Downtown.
- You will have one week to pick it up at the desk. If you do not pick it up in that time, it will be sent back to the Windsor Campus library or Chatham Campus library.
- Once picked up, you will have the item for two weeks. Remember, if you would like a loan renewed, you must request this before the due date, which will be on the slip inside the book.
- The book may be returned to either the Windsor Campus or Chatham Campus libraries or the Student Services Desk Downtown.

## Still have questions? Contact:

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