

# Circulation Policy – Centennial Library

## Patrons

### **Faculty, Staff, and Students**

Current Cedarville University faculty, staff, and students may use all library services and resources. They must present a valid university ID card or number in person to borrow items. Faculty may send their Cedarville University ID with a TA or admin assistant to borrow items and any items borrowed in this manner will be the responsibility of the faculty member.

### **Faculty and Staff Retirees**

Retired university faculty and staff may continue borrowing library materials after retirement with a valid CU Retiree ID pass (obtained from the Campus Safety Office). Individuals with a retiree pass will be granted staff borrowing privileges and patron accounts will be added to the system by an authorized staff member upon request.

### **University Family**

University Family includes spouses and family members living in the home of a current faculty or staff member who have a valid Cedarville University Family ID pass (obtained from the Campus Safety Office). Patron accounts are added to the system by an authorized staff member upon request. All University Family patrons must present their valid Cedarville University Family ID to borrow items.

### **ACL Patrons**

ACL Patrons include current students, faculty, and staff of institutions participating in the Association of Christian Librarians' [Reciprocal Borrowing Program](#), specifically at the Standard or Expanded Lender level. Borrowing patrons must present their signed Authorization Form and a photo ID at the Service Desk (valid driver's license or ID card from their home institution). Authorization Forms will first be validated by an authorized staff member and their form will be scanned. ACL patron accounts then will be added to the system with their account expiration set to one year. ACL Patrons receive the same borrowing privileges as University Family. All ACL Patrons must present a valid photo ID to borrow items.

### **Visiting Patrons**

Visiting patrons include anyone who has a current card from an OhioLINK library. Borrowing privileges and loan periods are assigned through the patron's home library. Visitors without a current OhioLINK library card (including alumni) can borrow materials by obtaining a Greene County Public Library card. Visiting patrons may only check out permitted books or media (not CMC, reserve, and other restricted items).

Anyone may use digital and physical library resources in person in the library and may request guest access to library computers at the library's Service Desk. Remote access to digital resources is limited to current Cedarville University faculty, staff, and students.

## Borrowing

### **Borrower Responsibilities**

Patrons are responsible for all items on their account. Patrons will be charged for items returned damaged or items not returned. Patrons can view a list of their currently checked-out items on the library website. Items are borrowed and returned at the library's upper-level Service Desk. Items may also be returned through the book drop in the lobby at the library's main entrance.

## Holds

Patrons may place holds on library materials. Items which are available will be held for the patron at the Service Desk. Items which are currently checked-out will be held for the patron at the Service Desk once they are returned to the library.

## Renewals

Patrons can renew items online through their Library account on the library webpage. Patrons may also renew items by phone, email, or in-person. Patrons can renew items if their account is in good standing and if no other patron has requested the item. A courtesy reminder is sent via email to remind patrons to renew items before they are due.

## Notices

Overdue notices are provided as a courtesy; non-receipt of an overdue message does not exempt patrons from fines or charges.

3 days prior to due date – Courtesy Reminder

1 day after due date – 1<sup>st</sup> Notice

10 days after due date – 2<sup>nd</sup> Notice

25 days after due date – Final Notice

30 days after due date – Bill

Delinquent student patron accounts with outstanding charges are sent to the Cashier's office and applied to their student account on a monthly basis.

## Checkout Periods & Parameters

Type of Item	Students, Staff, Retirees	Faculty, Grad Students	University Family & ACL Patrons	Visiting Patrons	# of Renewals
Books	3 Weeks	6 Weeks	3 Weeks	3 Weeks	6
Media	3 Weeks	6 Weeks	1 Week	1 Week	3
CMC – All items	3 Weeks	3 Weeks	1 Week	Not allowed	3
STRICT Reserve	12 hrs same day	12 hrs same day	12 hrs same day	Not allowed	Not allowed
One Day Reserve	1 Day	1 Day	1 Day	Not allowed	Not allowed
Three Day Reserve	3 Days	3 Days	3 Days	Not allowed	Not allowed
One Week Reserve	7 Days	7 Days	7 Days	Not allowed	Not allowed
AV Equipment	7 Days	7 Days	Not allowed	Not allowed	Not allowed
Periodicals	Not allowed	1 Week (fac only)	Not allowed	Not allowed	Not allowed
Reference	Not allowed	1 Week (fac only)	Not allowed	Not allowed	Not allowed
Archives	Restricted	Restricted	Not allowed	Not allowed	Not allowed
Special Collections	Restricted	Restricted	Not allowed	Not allowed	Not allowed
OhioLINK Books	6 Weeks	6 Weeks	-	-	6
OhioLINK Media	1 Week	1 Week	-	-	3
SearchOhio Books	3 Weeks	3 Weeks	-	-	3
SearchOhio Media	1 Week	1 Week	-	-	3
Max Checkouts	99	200	20	20	-
Max Holds	50	50	10	10	-

## Fines & Fees

A late fine will be assessed daily for reserve items and AV equipment until the item is returned; other items have no daily late fines. Borrowers will be billed a replacement fee for each item not returned by the end of its overdue period. If the item is subsequently returned, the replacement fee will be reduced to a late return fee. Items returned damaged will incur the replacement cost upon return. Patrons with fines in excess of \$100 may have their borrowing privileges suspended.

Item Type	Daily Late Fine	Overdue Period	Late Return Fee Maximum	Replacement Fee Maximum
Normal Item	\$0	30 days	\$15	\$(Item Cost)
Reserve Item	\$20	7 days	\$50	\$(Item Cost)
AV Equipment	\$5	7 days	\$50	\$(Item Cost)
OhioLINK Item	\$0	30 days	\$25	\$50
SearchOhio Item	\$0	30 days	\$25	\$50

## Borrowing From Other Libraries

### OhioLINK & SearchOhio

OhioLINK is a consortium of 120 academic libraries across the state of Ohio. SearchOhio is a consortium of public libraries that have a partnership with OhioLINK to provide additional resources to patrons of OhioLINK libraries.

Cedarville University faculty, staff, and students can request items from these libraries using the Centennial Library's website. Arrival time is normally 3-5 business days and patrons are notified by email when items are available. All materials requested through the Centennial Library in this way must be picked up in person at the library.

Cedarville University faculty, staff, and students may borrow materials from other OhioLINK libraries in-person using their university ID card. Any items borrowed in this manner can be returned to any OhioLINK library. To borrow from SearchOhio libraries in-person, Cedarville University faculty, staff, and students may need to use a local public library card.

### Interlibrary Loan

Interlibrary loan (ILL) is a service that allows Cedarville University faculty, staff, and students to request items not available through OhioLINK or SearchOhio using a form on the library's website. All physical materials borrowed in this manner must be picked up in-person at the Centennial Library; they will not be mailed to patrons. Non-resident University faculty, staff, or students are encouraged to use their local libraries to request materials.

Arrival times and loan periods may vary, depending upon the owning institution. Renewal of these materials is at the discretion of the owning library. Patrons should contact [ill@cedarville.edu](mailto:ill@cedarville.edu) to request an extension to the loan period or with any other questions.

If there are borrowing fees for any of these materials, those fees will be billed to the patron by the library. Any fees or costs associated with the replacement of a damaged or lost item will be charged to the patron. If an article is not available for loan, but can be purchased from the publisher, the library will not cover the cost of the purchase but will share the ordering information with the patron making the request. If a book or dissertation is not available to borrow, the Director of Library Collection Services will consider purchasing a copy for the collection. Any request for materials by ILL must conform to copyright guidelines and may be cancelled if deemed to be in violation.