

# OhioLINK & Interlibrary Loan

# User Guide

Centennial Library

Cedarville University

## OhioLINK

OhioLINK is a growing computer network of libraries and electronic information resources, offering access to a combined central catalog of over 9 million records from over 85 Ohio universities, colleges, community colleges, the State Library of Ohio, and some public libraries. Its goal is to provide easy access to information and rapid delivery of library materials throughout the state. Cedarville University became an active member of OhioLINK in September 1996. Through the OhioLINK Catalog you can find and request items available at other OhioLINK Libraries. With your Cedarville University ID, you can borrow items when visiting an OhioLINK Library.

### How to Access OhioLINK

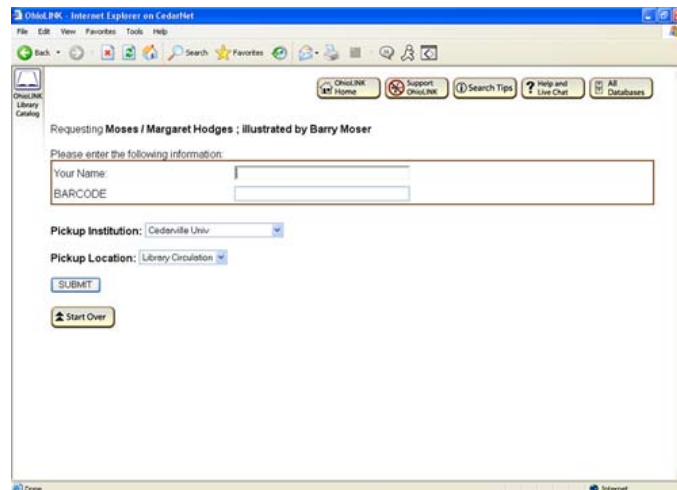
- Access the library's website and click on **OhioLINK & Other Library Catalogs**

or

- While searching in the Centennial Library Catalog click on the **Search OhioLINK** button.

### Requesting Items

When you find an item that you would like to borrow, click on REQUEST THIS ITEM. Select "Cedarville University" and fill in your name and barcode (the 14 digit number on the bottom of your ID card). The item will be delivered to the Centennial Library Circulation desk within 3-5 days.

A screenshot of a web browser window showing the OhioLINK request form. The browser title is "OhioLINK - Internet Explorer on CedarNet". The page content includes a navigation bar with buttons for "OhioLINK Home", "Support OhioLINK", "Search Tips", "Help and User Chat", and "All Databases". Below this, the item being requested is "Moses / Margaret Hodges : illustrated by Barry Moser". A form titled "Please enter the following information:" contains two input fields for "Your Name" and "BARCODE". Below these fields are dropdown menus for "Pickup Institution" (set to "Cedarville Univ") and "Pickup Location" (set to "Library Circulation"). At the bottom of the form are "SUBMIT" and "Start Over" buttons.

You may track the status of your request by viewing your circulation record. Choose **My Account/Renew Materials** from the main menu of the Library Catalog.

### OhioLINK Loan Policies

- Books are checked out to you for 21 days. Audio Visual materials are checked out for one week only.
- You may renew OhioLINK books up to four times, as long as another user has not placed a hold on the item. Audio Visual materials may not be renewed.
- There is a **\$0.50 fine per item (per day)** for overdue materials.
- Overdue library materials will result in suspension of OhioLINK privileges.
- **A lost OhioLINK book will result in a replacement fee of \$75.00 and a billing fee of \$50.00.**
- **If you return an item after you are billed for it, you will still be charged the billing fee of \$50.00.**
- There will be a \$2.00 charge for the late return of **recalled** OhioLINK materials.
- You will receive an e-mail to notify you when your materials arrive. The library will hold the books for 10 days and then they will be returned to the lending library.

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# Interlibrary Loan

Cedarville University is part of OCLC, an information-sharing network of libraries. Interlibrary Loan is a cooperative borrowing and lending service among these libraries.

## Who may use Interlibrary Loan?

The Interlibrary Loan service is available to all Cedarville University students, faculty, and staff.

## How long does Interlibrary Loan take?

The average time is five days. Some requests have been known to take longer. Service is interrupted for week-ends, breaks, and holidays.

## How do I use Interlibrary Loan?

- Effective use of Interlibrary Loan **requires planning ahead.**
- Check our library catalog to see if the title is available here in our library. If it is available, you cannot request it through ILL.
- Use one form per item. (Different forms are used for different materials: Books/ ERIC documents or periodicals.)
- Fill out the Interlibrary Loan form, which is available on the library website.
- When requesting **periodical articles**, be sure to include your price limit for photocopying.
- Requests are limited to ten per patron per week.
- Be sure to read the copyright restrictions.
- Copyright law limits the number of photocopied articles that can be borrowed through Interlibrary Loan. Once we have reached our limit, we will inform the patron of other libraries where s/he may find the periodical.

## How much does it cost?

If you order a book, there is usually no charge. When ordering periodical articles, the library makes every effort to borrow from libraries which do not charge photocopying fees. If there is a charge, it is approximately \$15.00.

## What materials are typically NOT available?

- Anything that is already in our collection
- Anything that is available through OhioLINK
- Reference books
- Rare, fragile, or valuable items
- Theses or dissertations
- Microfiche, microfilm, and sound and video recordings
- Multi-volume sets
- Complete issues or volumes of periodicals

## How will I be notified when my materials come in?

When your Interlibrary Loan arrives you will be notified by e-mail.

## Where do I pick up and return materials?

When there is no charge for photocopied articles, materials will be sent through campus mail or e-mail. Books and materials with charges may be picked up at the Circulation desk. Return books to the Centennial Library.

## May I renew my interlibrary loan?

Yes. Renewal requests must be made at least **four business days** before the due date. The lending library decides whether or not to renew the material and for how long. Renewal forms are available at the Circulation desk.