

Circulation Policy – Centennial Library

Patrons

Patrons must present their CU ID or government-issued photo ID (if CU ID is unavailable) in person to borrow items. Faculty may send their CU 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. Retired faculty and staff continue borrowing privileges on the same basis as when employed.

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. Eligible patrons must have a valid e-mail address on file with their patron account.

College Family

College Family includes spouses and family members living in the home of a current faculty or staff member with a valid CU Family ID pass (obtained from the Campus Safety Office). Patron accounts are added to the system on an individual basis. All College Family patrons must present their valid CU Family ID to borrow items.

Community Patrons

Community patrons include anyone who is not a current CU or retired faculty or staff, or current CU student, or visiting patron (see below). All community patrons must present a valid Greene County or Clark County Public Library card to borrow items. Borrowing privileges and loan periods are assigned through patron's home library.

Visiting Patrons

Visiting patrons include anyone who has a current card from an OhioLINK participating library. Borrowing privileges and loan periods are assigned through patron's home library.

Any library patron may use digital 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 CU students, faculty, and staff.

Borrowing

Cedarville Items

Type of Item	Students, Staff	Faculty, Grad Students	College Family	# of Renewals
Books	3 Weeks	6 Weeks	3 Weeks	6
Media	3 Weeks	6 Weeks	1 Week	3
CMC – All items	3 Weeks	3 Weeks	1 Week	3
STRICT Reserve	In Library Use	In Library Use	In Library Use	-
One Day Reserve	1 Day	1 Day	1 Day	-
Three Day Reserve	3 Days	3 Days	3 Days	-
One Week Reserve	7 Days	7 Days	7 Days	-
AV Equipment	7 Days	7 Days	-	-
Periodicals	-	1 Week	-	-
Reference	-	1 Week (Faculty Only)	-	-

OhioLINK Items

Type of Item	Students, Staff	Faculty, Grad Students	College Family	# of Renewals
Books	3 Weeks	6 Weeks	3 Weeks	6
Media	1 Week	1 Week	1 Week	3

SearchOhio Items

Type of Materials	Students, Staff	Faculty, Grad Students	College Family	# of Renewals
Books	3 Weeks	3 Weeks	3 Weeks	3
Media	1 Week	1 Week	1 Week	3

Renewals

Patrons can renew items online through their Library account on the library webpage or in person at the service desk with a valid ID. No renewals will be accepted by phone. Patrons can renew their items if their account is in good standing. CU Library items, OhioLINK, and SearchOhio items cannot be renewed if another patron has requested the item. A courtesy reminder is sent via email to remind patrons to renew items before they are due.

Fines

	Daily Late Fine	Maximum Late Fine	Replacement Cost	Billed When
CU Reserve Items	\$2	\$50	[\$Item Cost]	7 days overdue
Cedarville Items – Non-Reserve	\$0	\$15	[\$Item Cost]	30 days overdue
OhioLINK Items	\$0	\$25	\$50	30 days overdue
SearchOhio Items	\$0	\$25	\$50	30 days overdue

Daily late fines will be assessed only for reserve items which are overdue. Reserve items will incur a \$2 per day charge until the item is 7 days past due when it is billed for the replacement cost.

Borrowers with a non-reserve item or items 30 or more days past their due date will be billed the replacement cost of each item. Should a borrower return 30-day past due item/s, he or she will not be responsible to pay the replacement cost, but will pay the maximum late fine instead (up to the amount of the replacement cost of the item/s).

Notices

Notices are sent via email to patrons regarding overdue items on a regular basis. 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 – 1st Notice

10 days after due date – 2nd Notice

25 days after due date – Final Notice

30 days after due date - Bill

All delinquent student patron accounts with outstanding charges are sent to the cashiers office and applied to their student account on a monthly basis.

Borrowing from Other Libraries

OhioLINK

OhioLINK is a consortium of 120 academic libraries across the state of Ohio. CU Students, Faculty, and Staff are able to request items from these libraries using the library's website. Arrival time for items is normally 3-5 business days.

SearchOhio

SearchOhio is a consortium of public libraries that have partnership with OhioLINK to provide additional resources to patrons of OhioLINK libraries. CU students, faculty, and staff can request items from these libraries using the library's website. Arrival time for items is normally 5-7 business days.

Interlibrary Loan (ILL)

ILL is a library service that allows the library to borrow items for patrons from libraries across the nation and beyond. ILL is only available for current CU students, faculty, and staff.

The owning institution determines loan periods for all ILL items, including renewals. The owning institution may issue Cedarville University a non-refundable bill for replacement charges for items kept past the due date/loan period or lost. The full amount of this bill will be passed to the patron.