

Faculty Circulation Policies

Borrowing Library Materials

A current university I.D. card that is linked to the Blackmore Library patron database is necessary to use many of the Library's resources. When your I.D. is linked to the library's database you will be able to check out materials, request items through the OhioLINK Central Catalog, make Inter Library Loan (ILL) requests and connect to subscription online databases from off campus.

Borrowing privileges depend on Patron Type:

Patron Type	Loan period*	Maximum # of items Check Out/Hold
Faculty & Staff	3 months w/ additional renewals	Unlimited

*OhioLINK Loans are for an initial 3 weeks with 4 renewals.

* Different formats may have shorter loan periods.

OhioLINK Requests & Visiting OhioLINK patrons

Items from another OhioLINK institution can be requested to be delivered to the Service Desk. OhioLINK requests usually arrive within 2-4 business days and are held 10 days for pick-up at which point they are returned to the lending library (*different formats may have shorter hold periods).

Using "My Account" you can monitor the status of your OhioLINK requests: initially the status will read REQUESTED, then it will change to IN TRANSIT once it is being sent, and finally OHIOLINK REC'D when your material is ready for pick up.

Notification about the arrival of materials is sent via capital e-mail; however, **notices are a courtesy only**. In order for us to keep our records up to date, please notify us of any address or phone number changes.

Pick-Up Anywhere

When requesting materials through OhioLINK, you can have them delivered to any OhioLINK institution. This is called the *Pick Up Anywhere* option. Simply select the institution and pick-up location when requesting the item. This means that a Capital patron may have materials delivered to University of Dayton; Bowling Green or any other OhioLINK member institution in the state.

Renewing

You can renew your books in person at the Service Desk, or online through the "My Account" on the Library Home page. It is recommended renewals are done at least 24 hours prior to the due date as some items are time sensitive. Overdue materials, whether local or OhioLINK, cannot be renewed. Capital items can be renewed 3 times online for a total of 9 additional weeks beyond the initial 3 week period.

Most OhioLINK items can be renewed online up to four times, if no one has placed a hold on it at the original library. Renewals extend the due date from the time of renewal, not from the end of the original loan period. OhioLINK items can only be renewed during the last week before they are due. Renewals will not be done over the phone. To renew items borrowed via Interlibrary Loan, contact the Interlibrary Loan staff at ill@capital.edu. Please note the new due date that the system assigns for EACH item -- due dates may vary depending on the material type.

Overdue, Damaged, or Lost Items

Overdue notices are sent to all patrons. The first overdue notice is generated 2 days after the item is due; the second, 12 days later. At 30 days beyond the due date, a billing notice is sent with replacement charges for the material which is now considered lost.

Capital University faculty is exempt from paying fines but accounts will be blocked until materials are returned.

Recalls & Holds

You may place a recall or hold on any item that is currently checked out. However, it may be quicker to order the material through OhioLINK because placing a hold on an item means that the book will be held for you when the current user returns it.

Placing a recall on an item means that the current user will be notified that it is needed and they have 10 days to return it to the library. Recalls are a limited option, usually placed only when an item is needed for a course reserve. To place a hold or recall on an item, contact the Service Desk at 614-236-6614 with the call number or title.

Searching for Missing Books

If the library catalog says that an item is AVAILABLE but it is not found on the shelf, Service Desk staff will then search for it. If library staff cannot find it, you can then request the item through OhioLINK or Inter Library Loan.

What do I do if I think I returned an item and it's still on my account?

Call 614-236-6614 or email circdesk@capital.edu if this item is a Capital University item. If you borrowed the item from another OhioLINK institution, contact the Circulation Desk at that lending institution.

What if I don't need a book I requested?

You can cancel the item yourself in "My Account" or contact the Service Desk. Note: OhioLINK items can only be cancelled while the item is in "requested" status.

What are "Reserve" materials?

Faculties may designate specific materials for use in courses. These items can only be borrowed for short time periods: 2 hours, 1 day, or 3 days. These items are held at the Service Desk.

Interlibrary Loan (ILL)

If the needed materials are not in the Capital or OhioLINK catalog, or it doesn't circulate through OhioLINK, it may be obtained via Interlibrary Loan. For articles, check the electronic journals or full text databases available through the Capital and OhioLINK menus -- you may be able to print a full text version of the article directly to your desktop. If the article is not available in full text, request the item via ILL.

For assistance stop at the Reference Desk. Although similar to OhioLINK, Interlibrary Loan has separate policies and loan periods and is a much larger international library consortium.

Some of the key differences for traditional ILL borrowing are:

- The items may be restricted to use within the library only such as microfilm or microfiche
- The loan periods are different depending on the lending institution
- You may not be able to renew items.

ILL materials may take up to 7-10 days to arrive and sometimes take longer, depending on the lending institution.

Other Services

Other services offered at the Service Desk include:

- Lost & Found: Most items found in the library are kept at the Service Desk. Items of considerable value (e.g. purse, keys) will be sent to the Office of Public Safety.
- FAX – Faxes may be sent at a cost of \$0.50 per page. (we do not accept incoming personal faxes)

The Service Desk is located on the first floor of Blackmore Library. When the Library is closed materials can returned through the Book Drop located at the loading dock on the east side of the Library. There is also a Book Drop located between the double set of glass doors at the entrance to the Library.

Contact Information

Service Desk: (614) 236-6614

circdesk@capital.edu

Circulation Supervisor: (614) 236-6475

Reference Desk (Librarians): (614) 236-6351