

# University of Dayton Libraries

## **BORROW, RENEW, REQUEST**

Library users may borrow books and media materials with a current University-issued ID or a special library card. If the material is not available at Roesch Library, you can use the OhioLINK catalog to request books from another OhioLINK member institution. Books not found through OhioLINK can be requested through Interlibrary Loan. ILL use is restricted to current UD students, faculty and staff.

Review materials checked out and status of OhioLINK materials requested by logging into My Library Info in the UD online catalog. For assistance or more information call the Knowledge Hub at 937-229-4270 or Access Services at 937-229-4234.

Roesch Library and OhioLINK items that have been requested are held for ten days. If the patron who has requested the item does not pick it up within that time period, the item will be returned to its home institution.

## **Undergraduate Students**

Maximum number of materials and media loaned at one time (including OhioLINK and SearchOhio) is 25.

### **Roesch Library**

- Materials are loaned for 21 days and can be renewed up to six times. The late fee is 15 cents per day.
- Media is loaned for 7 days and can be renewed only one time. The late fee is 50 cents per day.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

### **OhioLINK**

- Materials are loaned for 21 days and can be renewed up to six times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.
- \$50 fee per each overdue (more than 30 days)

### **SearchOhio**

- Materials are loaned for 21 days and can be renewed up to three times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.
- \$25 fee per each overdue (more than 30 days)

### **Interlibrary Loan**

- Loan and renewal times vary. The late fee is \$1 per day.
- After \$10, patron will be blocked from ILL borrowing.
- \$10 fee for not picking up items within 30 days.

### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

### **Reference Materials and Journals**

- Must be used in the library; may not be loaned.

### **More Information**

- Patrons with fines over \$10 may not check out books until the fine is paid. A receipt can be provided when the fine is paid.
- The fine for OhioLINK materials overdue 30 days or longer will be \$50 for each item returned to the library.
- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 10

### **Graduate, Doctoral and Honors Students**

Maximum number of materials and media loaned at one time (including OhioLINK and SearchOhio) is 200.

#### **Roesch Library**

- Materials are loaned for 56 days and can be renewed up to six times. The late fee is 15 cents per day.
- Media is loaned for 7 days and can be renewed only one time. The late fee is 50 cents per day.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

#### **OhioLINK**

- Materials are loaned for 21 days and can be renewed up to six times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

#### **SearchOhio**

- Materials are loaned for 21 days and can be renewed up to three times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

#### **Interlibrary Loan**

- Loan and renewal times vary. The late fee is \$1 per day.

#### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

#### **Reference Materials and Journals**

- Reference Materials may be loaned upon approval from one of our reference and instruction librarians.
- Bound journals may be loaned for three days upon approval from one of our reference and instruction librarians.
- Current journals do not circulate.

### **More Information**

- Borrowing privileges and registration will be blocked if you owe the library more than \$10.00.
- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 100

## **Faculty, Staff and Graduate Assistants**

Faculty, staff and graduate assistants who check out books (except OhioLINK items) between January and June will have their books due at the end of the semester in December. If between July and December, the books are due at the end of the semester in May. Maximum number of materials and media loaned at one time (including OhioLINK and SearchOhio) is 500.

### **Roesch Library**

- Materials are loaned for a maximum of 350 days and can be renewed up to six times.
- Media is loaned for 7 days and can be renewed only one time.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

### **OhioLINK**

- Materials are loaned for 42 days and can be renewed up to six times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

### **SearchOhio**

- Materials are loaned for 21 days and can be renewed up to three times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

### **Interlibrary Loan**

- Loan and renewal times vary. The late fee is \$1 per day.

### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

### **Reference Materials and Journals**

- Reference Materials may be loaned upon approval from one of our reference and instruction librarians.
- Bound journals may be loaned for three days upon approval from one of our reference and instruction librarians.
- Current journals do not circulate.

### **More Information**

- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 100

## **Alumni Borrowers and Marianists**

UD Alumni must purchase a yearly library card for \$25. Cards are purchased at the Access Services desk in the lobby. Proof of graduation and photo identification must be presented at time of purchase.

Marianists must request a free library card from the Access Services desk in the lobby. Proper identification required.

Maximum number of materials and media loaned at one time (including OhioLINK) is 20.

### **Roesch Library**

- Materials are loaned for 21 days and can be renewed up to four times. The late fee is 15 cents per day.
- Media is loaned for 7 days and can be renewed only one time. The late fee is 50 cents per day.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

### **OhioLINK**

- Materials are loaned for 21 days and can be renewed up to four times. The late fee is 50 cents per day.
- Media loans vary and may not be renewed. The late fee is 50 cents per day.

### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

### **Reference Materials and Journals**

- Must be used in the library; may not be loaned.

### **More Information**

- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 5
- Interlibrary loan (also know as ILL): a service that obtains materials from other libraries, is not available.

## **Visitors**

Visitors must be 18 years or older and must purchase a yearly library card for \$50. Cards are purchased at the Access Services desk in the lobby. Photo identification must be presented at time of purchase.

Maximum number of materials and media loaned at one time (including OhioLINK) is 20.

### **Roesch Library**

- Materials are loaned for 21 days and can be renewed up to four times. The late fee is 15 cents per day.
- Media is loaned for 7 days and can be renewed only one time. The late fee is 50 cents per day.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

### **OhioLINK**

- Materials are loaned for 21 days and can be renewed up to four times. The late fee is 50 cents per day.
- Media loans vary and may not be renewed. The late fee is 50 cents per day.

### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

### **Reference Materials and Journals**

- Must be used in the library; may not be loaned.

### **More Information**

- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 5
- Interlibrary loan (also know as ILL): a service that obtains materials from other libraries, is not available.

### **Visiting Scholars and Retired Faculty and Staff**

Visiting Scholars must request a free library card from the Access Services desk in the lobby. Photo identification and a letter from their department must be presented at time of request.

Retired UD faculty and staff must request a free library card from the Access Services desk in the lobby. Photo identification must be presented at time of request.

Maximum number of materials and media loaned at one time (including OhioLINK and SearchOhio) is 100.

### **Roesch Library**

- Materials are loaned for a maximum of 120 days and can be renewed up to four times. The late fee is 15 cents per day.
- Media is loaned for 7 days and can be renewed only one time. The late fee is 50 cents per day.
- Leisure Reading materials are loaned for 21 days and can be renewed only one time. The late fee is 15 cents per day.

### **OhioLINK**

- Materials are loaned for 21 days and can be renewed up to six times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

### **SearchOhio**

- Materials are loaned for 21 days and can be renewed up to three times. The late fee is 50 cents per day.
- Media loans vary and can be renewed up to three times. The late fee is 50 cents per day.

### **Course Reserve Materials**

- Loans vary and may not be renewed. The late fee is 50 cents per hour for hourly loans; 50 cents per day for daily/weekly loans.

### **Reference Materials and Journals**

- Must be used in the library; may not be loaned.

### **More Information**

- Some of our items are in storage so you may have to wait up to 4 days for retrieval. Please check with Access Services for more details.
- You can request an item by placing a hold. We'll let you know when it comes back.  
Maximum number of holds: 30
- Interlibrary loan (also know as ILL): a service that obtains materials from other libraries, is not available.

## Other Eligible Users

### SOCHE Members

- SOCHE members will be issued a free library card from the Access Services desk in the lobby. Identification from home institution is required.
- Borrowing policies of your home institution apply. If you have any questions, please call your home library for more information.

### OhioLINK Faculty, Staff or Students

- Must use home institution ID card.
- Borrowing policies of your home institution apply. If you have any questions, please call your home library for more information.

### Osher Lifelong Learners

- Please contact the Access Services desk in the lobby at 937-229-4234 for borrowing information.

## Damaged, Lost Book and Media Charges, and Student Record Holds

### DAMAGED BOOKS

- Patrons will be charged \$15 for books that have been damaged but can be repaired.
- Items beyond repair will be charged according to the library policy on lost materials.

### LOST BOOKS AND MEDIA CHARGES

#### Roesch Library

- University of Dayton owned books that are still in print – cost of replacement plus \$25 processing fee
- University of Dayton owned media – \$75 plus \$25 processing fee

#### OhioLINK

- \$75 plus maximum overdue plus \$50 fee

#### Interlibrary Loan

- Cost assessed by lending library plus \$25 processing fee

#### Media Equipment

- Including but not limited to DSLR cameras, digital video cameras, Kindles, headphones, tripods, digital voice recorders, etc. – \$200 plus \$25 processing fee.

#### Reference Materials and Journals

- Must be used in the library; may not be loaned.

#### More Information

- If material has been returned after an invoice has been sent but not yet paid, the patron is credited with the full amount of the invoice and is only charged late fines for the book.
- If lost material is returned within two years after it has been paid for, the patron will be reimbursed for the amount paid less the processing fee and overdue fines.
- If material has been declared lost, but is eventually found on the library shelves, the patron will receive full credit for all charges including the processing and overdue fines.
- Returned checks will be subject to a \$20 service charge.

**STUDENT RECORD HOLDS**

A hold will be placed on a student's record when a library bill is not paid.

- Fines of \$100 or more will result in diplomas being withheld.
- Fines over \$10 will result in transcripts and registration being withheld.

When a fine is resolved, the library staff will clear the student record.