

## How can I see what materials I have checked out ?

From the Libraries' Web site, click on "My Record" and fill in the requested information. When your record appears, click on the "Items currently checked out" link. You can see the due dates of any items you have checked out. You may want to click on "Sort by Due Date" to see which items are due first.

## Can I get books delivered to my office or dorm?

Faculty members or graduate students with an office on the Columbus campus can request books be sent to their office. Now students also may have books delivered to them in their Columbus campus dorms.

When placing an OhioLINK loan or request for an OSU item, select "COL Campus office/dorm." A book delivered to your dorm or office usually adds two days onto the time it takes for you to get the book. You are responsible for materials sent through Campus Mail to your office or dorm.

Your record in the Library Catalog must include your current address. View your "My Record" information to check the office or dorm address on file for you. If it needs corrected, contact any OSU Library Circulation Desk.

## Where can I return library materials?

Both University Libraries and OhioLINK materials may be returned to any OSU Library. You may request a receipt to confirm your return of all items.



## Overdue Fines

Payable online at the Libraries' web site, **library.osu.edu**, or at the Libraries' Business Office:

Ackerman Library  
600 Ackerman Rd.  
Monday-Friday: 8 a.m.- 4:30 p.m.  
Closed Saturday and Sunday

OSU Libraries (+80 days) (\$10 if returned)	\$140 per book \$170 per serial Recalled \$10 per day (maximum \$100)
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OhioLINK Libraries	\$.50 per day
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OhioLINK (+30 days) (\$50 if returned)	\$125
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Closed Reserve	\$2 first hour, \$5 additional hours
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Day, Week Reserve	\$5 first day \$10 additional days
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Laptops, Equipment	varies
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**library.osu.edu**



## Check Out, Renew, and Request Library Items



**library.osu.edu**



## Who can check out books?

OSU students, faculty, staff and patrons who have a valid ID from any OhioLINK school.

## How long can I borrow a book?

Circulation periods vary depending on library location, patron status (faculty, undergrad, grad, etc.) and type of item (book, journal, etc.) Usually, borrowing periods are:

Undergraduates	3 weeks (unlimited renewals)
Graduates	10 weeks (unlimited renewals)
Faculty, Staff	10 weeks (unlimited renewals)
OhioLINK items	21 days (limit-four renewals, 21 days each)

You can check the due dates for all your library items through "My Record" from the Libraries Web site ([library.osu.edu](http://library.osu.edu)).

## Will I be notified when an item is due?

The Libraries will send a courtesy notice to your OSU email account before an item is due. No print notices will be mailed to users, and no email notices will be sent to any other email account. It is best to check your own due dates every week via "My Record" from the Libraries Web site ([library.osu.edu](http://library.osu.edu)).

## How can I renew books?

Renew OSU books you've borrowed as many times as you wish, as long as another person has not placed a hold on the same book.

From the Libraries' Web site ([library.osu.edu](http://library.osu.edu)) click on "My Record" and fill in the requested information. A listing of the books checked out in your name will appear. You can renew all titles or just specific items from that screen.

## What if the book I need is checked out?

The fastest way to get an item not available from the OSU Libraries is to request an available copy from OhioLINK. Click on the "OhioLINK Catalog" link from the record, fill in your name and OSU ID, and select an OSU library where you will pick up the item. You will receive that copy (free of charge) in approximately 3-5 working days.

If OhioLINK doesn't have a copy of the book you need, you can place a hold on the checked out OSU copy through the Library Catalog. The current borrower will have 10 days to return that copy or be fined. You will be notified when the book has been returned and is available for pick up. This process will usually take a few weeks.



## How do I borrow a book that OSU does not own?

First see if the book you need is listed in the OhioLINK Central Catalog. If it is, request that copy.

If OhioLINK doesn't have a copy available for loan, you may be able to request the book through OSU Libraries' Interlibrary Services. Requests can be placed electronically through the Library Web site. Just click on the "Interlibrary Services" link.



## How do I know when a book I have ordered has arrived?

Check on the status of any books you have ordered by logging into your circulation record.

From the Libraries' Web site, click on "My Record" and fill in the requested information. When your record appears, click on the "Requests (holds)" link. If the status of a book reads "OhioLINK rcv'd" your book is ready to be picked up at the circulation desk of the library you designated.

