

OhioLINK Online and On-site Borrowing Policies

Borrowing Options

There are two ways to borrow materials from OhioLINK member libraries:

- *Online borrowing*

When in the OhioLINK Central catalog, request materials by clicking on **REQUEST THIS ITEM**. Follow the on-screen instructions. When the items are received by the Mulford Library Service Desk, you will be notified. You will also be notified if the request cannot be filled.

Online borrowing will be blocked if the requested item is available at the Mulford Library or if there is a problem with your library record. Questions about online borrowing can be directed to Mulford Reference Assistance at 419-383-4218. If you have questions about your status with the Library, contact the Service Desk at 419-383-4225.

- *On-site borrowing*

Faculty, staff, and students of the University of Toledo who are currently registered and in good standing with the Mulford Library may borrow circulating items by visiting any OhioLINK library. If you have questions about your status with the Library, contact the Service Desk at 419-383-4225.

A University of Toledo identification card must be presented to the lending library at checkout. If there are problems with your record at the Mulford Library, the lending library will deny borrowing privileges.

Loan Policies

Materials borrowed from OhioLINK member institutions (using online or on-site borrowing) may be checked out for 21 days. Return the item to the Mulford Library Service Desk or to the service desk of the lending library. Up to four, 3 week renewals are allowed, provided that the item is not overdue **and** there are no holds on the item. Items may be renewed in person, by phone, or online (<https://utmost.cl.utoledo.edu/patroninfo~SO/>). Each University of Toledo faculty member, staff member, and student may check out a total of 50 items at a time. Each can also have up to 20 holds (books requested).

Overdue Fines and Lost Book Charges

Overdue fees are \$.50 per day. Replacement, processing, and accumulated fees will be billed to you if the item is not returned within 30 days after the due date. Replacement and processing fees will be cancelled if the item is found before it is replaced, but the borrower will be responsible for paying overdue fines that have accrued. Borrowers with fines, overdue books, or lost book charges will be blocked from borrowing from all OhioLINK libraries, including their local libraries.

Questions?

Questions or comments about online or on-site borrowing can be directed to the Service Desk at 419-383-4225 or Mulford Reference Assistance at 419-383-4218 or MulfordReference@utoledo.edu. For more information regarding borrowing items, please go to <http://www.utoledo.edu/library/mulford/borrowing.html#borrbooks>.

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