

**SUBJECT: Access Services: Circulation of Library Materials OHIO LINK**

**MANUAL: Health Sciences Library**

**POLICY: Circulation of Library Materials/OhioLINK**

**RESPONSIBLE PERSONS: Library Staff and Clients**

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**POLICY**

**OhioLINK Client Initiated Inter-Institutional Circulation Policies**

1. *Loan Length.* 21 days.
2. *Renewals.* Six 21 day renewals.
3. Renewals will not be allowed for materials that have a hold placed on them.
4. *Recalls* will be placed ONLY for Closed Reserve use.
5. *Holds.* Anyone with OhioLINK borrowing privileges may place a hold on any material that is circulated through OhioLINK.
6. *Missing in transit.* Both the lending library and the home library of the borrower will be notified of material that has not reached the destination after a certain period of time. If the material cannot be located at either location, a search list will be generated for statewide distribution and searching.
7. *Reserve.* Material borrowed through OhioLINK will NOT be placed on Closed Reserve at the borrowing institution.
8. *Interlibrary Loan.* When an OhioLINK hold is unfilled for 35 days, the client will be notified that his request cannot immediately be filled and that the client may want to request the material through Interlibrary Loan, or re-request the material.
9. *Client Records.* Complete client records will be kept only at the home institution. Only authorized staff at that library may change, update, or enter client records for their borrowers.
10. *Lender String.* The software will establish a random lender string for OhioLINK loans, making sure that activity is balanced between institutions, in order to balance the circulation load. The client will not be able to designate which copy is to be borrowed.
11. *OhioLINK Requests.* If the lending institution does not respond to an OhioLINK request within 4 days, the request will automatically move to the next library with an available copy. When this happens, the customer will be notified. If there is no other copy available, the request will remain active on the last available copy. See No. 8, above.
12. *Charges.* All OhioLINK clients will be charged late fees at the rate of \$.50 per day (\$2.00 per day for failure to promptly return a recalled item). The maximum fine per item is \$75.00. The client's home library will be responsible for notifying its clients of overdue materials and fees accrued. A lost book replacement charge of \$125.00 or more will be billed to the client who does not return an OhioLINK loan 30 days after the due date. A \$25.00 processing fee will also be included on these lost book invoices. When the lost item is returned within 90 days of the due date, the client will be charged an overdue fee of \$15.00 and the replacement charge will be waived. If the lost item is returned after 90 days of the due date, the client will be charged an overdue fee of \$50.00.

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13. *New Materials.* If the material is ordered for a specific client, the client should place a hold on that ordered item. Otherwise, new material will circulate through OhioLINK. New material will be available on receipt for any OhioLINK borrower.
14. *Clients at the owning institution* will not have sole access before other OhioLINK institutions can borrow the item.
15. *Courtesy borrowers* will be limited to five outstanding OhioLINK loans at any given time.

**DEVELOPED BY: Library Staff in Accordance with OhioLINK Policies**

**ORIGINAL DATE: 4/98**

**REVISED BY: Library Staff**

**7/16/07, 06/04/14**

**REVIEWED BY: Stevo Roksandic, Director**

**DATE: 06/04/14**

**APPROVAL FOR IMPLEMENTATION BY:**

**DATE:**

7/1/14

*Ann E. Schube*