

Brother Edmond Drouin Library Walsh University

Policy 11: OPAL/OhioLINK borrowing

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1.0 PURPOSE

This policy details proper procedures for initiating loans of materials from libraries in the OPAL and OhioLINK consortia, and responsibilities borrowers have regarding those materials.

2.0 INITIATING A REQUEST: BOOKS AND VIDEOS

- 2.1 If a copy is available in the Brother Edmond Drouin Library, patrons use that copy.
- 2.2 If an item is not available locally, users check the OPAL/OhioLINK catalog to see if it is available in the consortia. If so, a borrower initiates a request for it using her name and library barcode.
- 2.3 If not available through OhioLINK, the next option is to check the WorldCat catalog and follow the procedures in **Policy 12, Interlibrary Loan**.

3.0 RECEIVING NOTICE

- 3.1 When an item arrives, the borrower will receive notice at his Walsh-assigned e-mail address.
- 3.2 Items will be held at the checkout desk for ten days, and the loan period begins the day the item is checked out of the Brother Edmond Drouin Library.

4.0 PICKUP AND SHIPPING

- 4.1 Requests are to be picked up at the checkout desk in person. Faculty may authorize an assistant to pick up an item if they call immediately in advance to inform the library of this.
- 4.2 If an item is not picked up within ten days, it will be returned to the lending institution.
- 4.3 Books and A-V materials are not mailed to students and faculty attending the North Canton campus.
- 4.4 For students and faculty not attending the North Canton campus, books and A-V materials are shipped to their home or work address with return shipping prepaid.

5.0 LOAN PERIOD

- 5.1 Normal loan period is three weeks, though some special materials (especially media) have a loan period of seven days and are not renewable.

- 5.2 OPAL and OhioLINK items are subject to recall by the lending library. Renewals may be blocked and an earlier due date established for an item.

6.0 RENEWALS

Most items may be renewed once prior to their due date. Renewals can be made at <https://cat.opal-libraries.org/patroninfo> .

7.0 FINES AND REPLACEMENT FEES

- 7.1 Overdue fines are \$0.50 per day per item.
- 7.2 The fine for failure to return a recalled item is \$2.00 per day beginning eight days after the notice is printed.
- 7.3 Failure to return an OPAL or OhioLINK item within 30 days of the due date will result in a \$125.00 billing for its replacement: \$75.00 for the item and a \$50.00 billing fee.
- 7.4 If the item is returned after it has been billed it will incur a \$50.00 billing fee.
- 7.5 OPAL and OhioLINK fines and fees are determined by the consortia and cannot be waived or negotiated.

8.0 REVISION HISTORY

- 8.1 Approved: Library Staff, November 10, 2004
- 8.2 Approved: Committee on the Library, November 18, 2004