



## Library Accounts Policy

New or Revised: Revised
Last Review Date: 2/14/2023    Approval Date: 2/28/2023

### Library Card Eligibility

All current students, faculty, and staff are eligible to utilize the full services of the Courtright Memorial Library. Their current University ID/Cardinal Card will act as their library card. Emeriti faculty/staff are also eligible for full services at the Courtright Memorial Library utilizing the last Cardinal Card that was issued to them by the university.

Members of the larger community are also eligible for a library card by joining the Friends of the Courtright Memorial Library. More information on the Friends of the Courtright Memorial Library and how to join can be found on [their LibGuide](#).

### Library Account Owner Responsibilities

Library account owners are responsible for all items checked out on their library account and their subsequent overdue fines/replacement charges. If a user does not have their Otterbein University Cardinal Card at checkout they can request staff to look them up by University ID number.

Library staff reserve the right to ask a security question for confirmation of a user's identity if photo ID is not available.

### Loan Periods & Eligibility for Renewal

Loan periods for items checked out on user accounts will vary based on the type of item and the type of account that it is checked out on. The charts below specify those loan periods.

Most items in our circulating collections are also eligible for renewal as long as no other user has put a hold on the item. Eligibility for renewal is also noted in the charts below. Users can request a renewal by calling the library (614-823-1215, ext. 4), stopping by the Customer Service Desk, or logging in to their [library account online](#). Note: Online renewal options are not available for some items as noted below.

Courtesy emails are usually sent to account holders 3 days prior to an item being due, however there are some exceptions for those items with shorter loan periods.

### Current Students

<b>General Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
Books	21 days	6 renewals
CDs, DVDs, Videos, Records, Games	7 days	6 renewals
Periodicals	3 days	6 renewals
<b>Non-Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
OPAL/OhioLINK Books	21 days	6 renewals
OPAL/OhioLINK/SearchOhio Media Items	7 days	3 renewals
SearchOhio Books	21 days	3 renewals
<b>Course Reserves &amp; Equipment</b>	<b>Loan Period</b>	<b>Renewal</b>
2-hour Course Reserve Items	2 hours	Call or stop in to confirm renewal availability
1, 3, and 7-day Course Reserve Items	1, 3, or 7 days	No renewals
Some Equipment (Headphones, Phone Chargers, Flip Cameras, Camcorders, Data Projectors, Audio Recorders, External CD Drives, Surge Protectors, Screens, Wireless Presenters, Easels, etc.)	1 day	Call or stop in to confirm renewal availability
Some Equipment (Laptops, VR Goggles)	3 days	Call or stop in to confirm renewal availability
Some Equipment (Extended Laptops, Web Cameras, Bikes, Boomboxes, etc.)	7 days	Call or stop in to confirm renewal availability

### Current Faculty/Staff and Emeriti

<b>General Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
Books	42 days	6 renewals
CDs, DVDs, Videos, Records, Games	7 days	6 renewals
Periodicals	3 days	6 renewals
<b>Non-Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
OPAL/OhioLINK Books	42 days	6 renewals
OPAL/OhioLINK/SearchOhio Media Items	7 days	3 renewals
SearchOhio Books	21 days	3 renewals
<b>Course Reserves &amp; Equipment</b>	<b>Loan Period</b>	<b>Renewal</b>

2-hour Course Reserve Items	2 hours	Call or stop in to confirm renewal availability
1, 3, and 7-day Course Reserve Items	1, 3, or 7 days	No renewals
Some Equipment (Headphones, Phone Chargers, Flip Cameras, Camcorders, Data Projectors, Audio Recorders, External CD Drives, Surge Protectors, Screens, Wireless Presenters, Easels, etc.)	1 day	Call or stop in to confirm renewal availability
Some Equipment (Laptops, VR Goggles)	3 days	Call or stop in to confirm renewal availability
Some Equipment (Extended Laptops, Web Cameras, Bikes, Boomboxes, etc.)	7 days	Call or stop in to confirm renewal availability

### Friends of the Courtright Memorial Library

<b>General Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
Books	21 days	6 renewals
CDs, DVDs, Videos, Records, Games	7 days	6 renewals
Periodicals	3 days	6 renewals
<b>Non-Otterbein Material</b>	<b>Loan Period</b>	<b>Renewal</b>
OPAL/OhioLINK Books	21 days	6 renewals
OPAL/OhioLINK/SearchOhio Media Items	7 days	3 renewals
SearchOhio Books	21 days	3 renewals

### Overdue Fines & Replacement Charges

As of July 2021, the Courtright Memorial Library is fine-free for all items in our public facing collections. Users are still responsible for all library overdue fines accrued prior to July 2021. Users will still accrue overdue charges for items in our course reserve and circulating equipment collections at the rates noted below.

User accounts will also be charged a replacement charge for all items that are considered lost (more than 30 days overdue) or that are damaged. General replacement charges are noted in the charts below. The library accepts cash or check (made out to Otterbein University). Library accounts are locked and unable to be used if the total overdue fines/replacement charges on an account total \$10.00 or more.

Users may petition to purchase a replacement copy of lost or damaged material instead of paying the full replacement cost. Requests of this nature can be sent to [circ@otterbein.edu](mailto:circ@otterbein.edu).

### Current Students

<b>General Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
Books	No Charge	\$90
CDs, DVDs, Videos, Records, Games	No Charge	\$90
Periodicals	No Charge	\$90
<b>Non-Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
OPAL/OhioLINK Books	No Charge	\$100
OPAL/OhioLINK/SearchOhio Media Items	No Charge	Up to \$100
SearchOhio Books	No Charge	Up to \$100
<b>Course Reserves &amp; Equipment</b>	<b>Fines</b>	<b>Replacement Charges</b>
2-hour Course Reserve Items	\$0.50/hour	\$90-\$155
1, 3, and 7-day Course Reserve Items	\$0.50/day	\$90-\$155
Some Equipment (Headphones, Phone Chargers, Flip Cameras, Camcorders, Data Projectors, Audio Recorders, External CD Drives, Surge Protectors, Screens, Wireless Presenters, Easels, etc.)	\$5.00/day	\$25-\$1300
Some Equipment (Laptops, VR Goggles)	\$5.00/day	\$25-\$540
Some Equipment (Extended Laptops, Web Cameras, Bikes, Boomboxes, etc.)	\$5.00/day	\$25-\$540

### Current Faculty/Staff & Emeriti

<b>General Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
Books	No Charge	\$90
CDs, DVDs, Videos, Records, Games	No Charge	\$90
Periodicals	No Charge	\$90
<b>Non-Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
OPAL/OhioLINK Books	No Charge	\$100
OPAL/OhioLINK/SearchOhio Media Items	No Charge	Up to \$100
SearchOhio Books	No Charge	Up to \$100
<b>Course Reserves &amp; Equipment</b>	<b>Fines</b>	<b>Replacement Charges</b>
2-hour Course Reserve Items	No Charge	\$90-\$155
1, 3, and 7-day Course Reserve Items	No Charge	\$90-\$155
Some Equipment (Headphones, Phone Chargers, Flip Cameras, Camcorders, Data Projectors, Audio Recorders, External CD Drives, Surge Protectors, Screens, Wireless Presenters, Easels, etc.)	No Charge	\$25-\$1300
Some Equipment (Laptops, VR Goggles)	No Charge	\$25-\$540

Some Equipment (Extended Laptops, Web Cameras, Bikes, Boomboxes, etc.)	No Charge	\$25-\$540
--	-----------	------------

### Friends of the Courtright Memorial Library

<b>General Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
Books	\$0.50	\$90
CDs, DVDs, Videos, Records, Games	\$0.50	\$90
Periodicals	\$0.25	\$90
<b>Non-Otterbein Material</b>	<b>Fines</b>	<b>Replacement Charges</b>
OPAL/OhioLINK Books	\$0.50	\$100
OPAL/OhioLINK/SearchOhio Media Items	\$0.50	Up to \$100
SearchOhio Books	\$0.50	Up to \$100

### Fine Appeals

Users can appeal their library account charges by filling out a [Fine Appeal Form](#). This form can be dropped off at the Customer Service Desk or emailed back to the library ([circ@otterbein.edu](mailto:circ@otterbein.edu)). Users will receive a response from the library within two weeks of receipt of a Fine Appeal Form.

### Recalled Items

The Courtright Memorial Library reserves the right to recall any item checked out to an Otterbein user for addition to our course reserve collection. Recalled items will have 3 days to be returned before any potential recall-overdue charges may start accruing (Note: these charges are different than regular overdue fines). Whenever possible, a different copy of that material will be requested for the user.

### Privileges at Other Libraries

Members of the Otterbein community whose library accounts are in good standing can also utilize their Cardinal Card to check out items at other OhioLINK institution libraries. Users should specify they are members of the Otterbein University community when connecting with library staff. To check out items at a SearchOhio library, ask their staff if you are eligible for a free library card.

### Users from Other Libraries

We welcome users from other libraries and the general community to utilize our library and its resources. Users from other OhioLINK libraries have the ability to check out items from our library using their OhioLINK library card (usually a university ID) as long as their account with their home institution is in good standing. Note that some

members of SearchOhio libraries (including the [Central Library Consortium](#)) are unable to check out items at locations other than their home library but are welcome to join the Friends of the Courtright Memorial Library in order to gain borrowing privileges.

To be revised by Circulation Supervisors every 2 years or as needed.
Created Date: Unknown
Previous Revisions (All known will be listed): July 2021, March 2021