

Library Usage Guidelines

For Alumni and Public Patrons

Franklin University Nationwide Library

Franklin University Alumni and Public Patrons are offered limited library services. Please note that alumni & public users will be asked for I.D. to verify their status. An alumnus is defined as a patron who has obtained a degree from Franklin University. A public patron is defined as a patron who is not a current student, faculty, staff, or alumnus, nor is a current student, faculty, or staff member of an OhioLINK institution.

Service	Alumni	Public
Borrowing items	Yes (limited to 5 Franklin items only. OhioLINK items are not available for borrowing).	No- <u>Except</u> SearchOhio patrons. For other public patrons, items may be used in library only.
Computer Use	Yes* (unlimited if students are not waiting).	Yes* (limited to one hour per day if students are not waiting).
Copying/Printing	Yes	No
Fax	Yes (Out-going faxes only. Limited to 20 pages per day).	No
Research Database use	Yes (on-site use only)	Yes (on-site use only)
Reserve Meeting Rooms	Yes	No

* The computers will automatically log out after 1 hour. Alumni may be logged in for additional sessions if students are not waiting.

SearchOhio Libraries include the following public libraries and branches:

Akron-Summit County	Mansfield Richland	Stark County
Cuyahoga Falls	Massillon- Main, Askren & Belloni Branch	Toledo-Lucas
Delaware County	Mentor	Wadsworth
Greene County	Portage County	Warren- Trumbull County
Kent Free Library	Reed Memorial	Youngstown & Mahoning
Louisville	Rodman	

SearchOhio patrons will be asked to show their public library card and a photo ID when checking out items.

Policies for SearchOhio Patrons Borrowing OhioLINK Items:

Patrons from SearchOhio institutions may request items from OhioLINK institutions (including Franklin University). The fines and policies for OhioLINK items are:

Material Type	Loan Period	Number of Renewals*	Maximum # of items	Maximum # of holds	Fines
Book	21 days	Four*	50	25	\$.50/day
CDs & DVDs	21 days (local only)	N/A	50	25	\$.50/day

*Provided the item has not been requested by another patron & it is not overdue.

The maximum overdue fine is \$25 per item. An additional replacement fee of \$25 will be billed for any item not returned within 30 days of the due date.

Pick Up Anywhere service is not available for SearchOhio patrons.

All library users, including alumni and public patrons, must comply with the [Franklin University Nationwide Library Acceptable Use Standards](#). Any patron who is seen as disruptive will be asked to leave the library.

Alumnus Borrower's record:

Any Alumnus who would like to borrow Franklin Library items need to complete the form on the following page. Please note that OhioLINK items and Inter-Library Loan services are not available. Alumni with excessive fines will have their transcripts blocked and may be sent to collections.

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ALUMNI ONLY- Application for Franklin University Library Borrower's Record

Applicant must present identification with picture, name and social security number (SS#).

To be filled in by applicant: (please print)

Last, First name	Middle name	SS# (last 2 #)
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Address	other details (Apt#, etc.)
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City	State	Zip code
Home phone number (_____)_____		Email address _____

Non student library users are bound by the Franklin University [Code of Conduct](#).

By signing this application you are agreeing to follow this code. Any violation of this code will result in the immediate suspension of library privileges and expulsion from the library premises. Library privileges are only valid for 1 year.

Signature of Applicant	Date
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To Be Filled In By Library. Give completed form to Systems Librarian.

Expiration date	Patron type	Patron barcode	Staff Initials
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