

Library Borrowing Guidelines

Information on Requesting, Borrowing, Returning Items for Students, Faculty and Staff

Franklin University Nationwide Library

Borrowers will be asked to present a Franklin ID or driver's license to check out materials.

Items owned by the Franklin University Library:

Circulating to the Franklin Community

| Material Type | Loan Period | Number of Renewals* | Maximum # of items | Maximum # of Holds | Fines** |
|-----------------------------|-------------------------|---------------------|--------------------|--------------------|-----------------|
| Book | 21 days | Four* | 50 | 25 | \$.10/day |
| CD | 21 days (local only) | Four* | 10 | 25 | \$.50/day |
| DVD | 7 days (local only) | One* | 5 | 25 | \$.50/day |
| Course Reserves & Reference | 2 Hours in library only | N/A | N/A | N/A | Contact Library |
| Headphones | 2 Hours in library only | N/A | N/A | N/A | Contact Library |
| Speakers/Microphone | 2 Hours in library only | N/A | N/A | N/A | Contact Library |
| Floppy Disk Drive | 2 Hours in library only | N/A | N/A | N/A | Contact Library |

*Renewals are possible, providing the item has not been requested and it is not overdue.

** See Interlibrary Loan document for fines relating to those items.

Note: Periodicals, microforms and reference books cannot be checked out.

Borrowing Policies for OhioLINK Items:

| 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 |

*Up to four renewals are possible, providing the item has not been requested and it is not overdue.

Borrowing Policies for SearchOhio Items:

Patrons from OhioLINK institutions (including Franklin University) may request items from a selection of public libraries in Ohio via the SearchOhio catalog. The fines and policies for SearchOhio items are:

| Material Type | Loan Period | Number of Renewals* | Maximum # of items | Maximum # of Holds | Fines |
|------------------|-------------|---------------------|--------------------|--------------------|------------|
| Book | 21 days | Three | 25 | 25 | \$.50/ day |
| Media except DVD | 21 days | Three | 25 | 25 | \$.50/ day |
| DVD | 7 day | Three | 25 | 25 | \$.50/ day |

*Up to three renewals are possible, providing the item has not been requested and 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 at [SearchOhio libraries](#).

Requesting items:

Items from the Franklin University Library may be requested online by using the “Request” feature in the library catalog, or by contacting library staff. OhioLINK items may be requested online through the OhioLINK catalog by clicking the “request” button and submitting the required information. Available OhioLINK items usually take 3-5 days to arrive & the patron will be notified via email when their item is ready for pick-up. In addition to the downtown location, items can be picked up at the Northwest (Dublin), Northeast (Westerville), or North (Delaware) locations.

Please note that this process takes about 2 additional days to transfer items from the downtown location to one of the other locations. Your material is checked out to you at the time it leaves the downtown location.

Items will remain on the hold shelf for 10 days being placed back in the library's circulating collection or sent back to the lending institution.

For your convenience, materials borrowed through OhioLINK can be delivered to any designated OhioLINK location via "Pick-up anywhere". On the Request Verification page first choose the institution and then the designated location where you would like to pick it up.

SearchOhio items can be located/requested via the OhioLINK catalog.

Renewing Items:

Items can be renewed online by using the "Manage Your Account" feature, or by contacting the library. Items that are overdue, or have been requested by another patron are not able to be renewed. Note that multimedia items borrowed through OhioLINK are not eligible for renewal.

Returning Items:

Materials should be returned on, or before, the date they are due. The library will email a reminder before the due date and a series of notices when materials are overdue. Items returned to the Dublin, Delaware, or Westerville locations are checked in at the Main Campus Library after courier delivers them. Courier's working hours are Monday through Friday only. OhioLINK and SearchOhio items can be returned to any of Franklin's locations or to the lending institution. Materials, except those obtained through inter-library loan, can be returned to the book drop (located at the South entrance to Phillips Hall) at any time.

Fines & Blocked Accounts:

The fee for lost items is the cost of replacement material plus \$35 for processing fee. Contact the library for details. Patrons with \$25 or more in fines will be blocked from checking out additional items and a hold will be placed on their University account. Patrons with \$125 or more in fines will be blocked from off-site database access. 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. Once a University account has been sent to collections, items can no longer be returned and the replacement cost cannot be waived.

OhioLINK Fine information:

Returning an item that has been billed and/or is more than 30 days overdue will incur a \$50 fine. Borrowers with a lost item will be billed a flat fee of \$125 (\$75 for replacement, \$35 for processing and \$15 for billing). A fine of \$2.00 per day will be charged to items that have been recalled by the owning institution. Patrons with \$125 or more in fines will be blocked from off-site database access

Borrowers with fines, overdue books, or lost book charges will be blocked from borrowing from all OhioLINK libraries.

SearchOhio Fine information:

There is no billing fee for SearchOhio items and there is no credit given if a billed item has been returned. The maximum replacement cost for a SearchOhio item is \$25. An additional replacement fee of \$25 will be billed for any item not returned within 30 days of the due date.

Paying Fines:

It is University policy that checks and secure funds (money orders, cashier's checks, and certified funds) are the only acceptable forms of payment for library fines. Checks and secure funds should be made out to Franklin University, not Franklin University Library. Payments should be made in person at the library or delivered through mail (Phillips Hall, 303 S. Grant Ave, Columbus OH 43215). Students with fines on their account will have their transcripts held upon graduation and will be prevented from registering for classes.

Waiving fines:

Fines are not typically waived for any reason. In the event that a fine needs to be removed from a patron account, only the Director of Library Services, Assistant Director of Library Services, Public Services Librarian, or Circulation Desk Coordinator can waive fines.