

University Libraries Direct Lend Procedures for SWON School Libraries

[REDACTED]

Students from SWON-affiliated high schools should complete their initial registrations at the Circulation Desk of Langsam Library. Students should present the SWON borrowers card issued by their school library and an ID card with photo (e.g. school ID or driver license) and fill out the application form available at the desk. Students will need to present a photo ID at each subsequent check-out. The full listing of UC Libraries, including all college/departmental libraries and other UC libraries*, can be found at <http://www.libraries.uc.edu/information/about.uclibs.html>. Students should consult the operating hours for specific college/departmental libraries prior to visiting campus.

Privileges include:

- 10-item check-out limit (some restrictions apply to certain library collections)
- 3-week loan period
- 3 renewals for most materials
- On-site database access at public-access workstations
- Langsam Library access after 6pm with photo ID

Privileges do not include Multimedia, OhioLINK or ILL borrowing.

University Libraries does not filter content from the Internet. Parents and other adult care-providers should be aware that allowing minors to have unsupervised access to electronic resources and the Internet could result in their access to information or images that parents may find inappropriate for their children.

Students will receive overdue (and other) notices via email. Unreturned materials typically bill at \$115/item after 30 days overdue and incur a \$15/item overdue charge if returned thereafter (<http://www.libraries.uc.edu/services/borrow/index.html>). The expiration date for these accounts will be set to April 15; the Circulation Department may request assistance from the school library in recovering unreturned materials and settling delinquent accounts before the end of the school year.

If you have questions about SWON direct lending at UC Libraries, please contact:

Arlene Johnson
Head, Circulation Services
University Libraries
Langsam Library
513-556-1417 arlene.johnson@uc.edu

John Stork
Assistant Head, Circulation Services
University Libraries
Langsam Library
513-556-1984 john.stork@uc.edu

OR

Call Circulation at 513-556-1424 and ask for the Circulation Supervisor.

Renewals: use "View Your Library Record" online in the UC Libraries catalog or call 513-556-1424.

* Please note these procedures pertain to University Libraries locations only. Students wishing to borrow from other UC affiliate libraries – the Marx Law Library, AIT&L (Medical Library), Clermont College Library, and Raymond Walters College Library – should consult and register directly at those respective libraries.

