



Xavier University Library
Direct Lend Policies for SWON Libraries Members

General Information

We will issue a library card to any patron who has a current library card at a SWON library. Patrons must show current library card and photo ID.

Privileges

- Up to five items may be checked out at one time
- Items may be checked out for three weeks at a time
- Items may be renewed up to four times if the items do not have holds
- Database access is available only within the library, no off-campus access
- Hours during regular semesters: M-Th 8a-1a, F 8a-7p, Sa 10a-6p, Su 10a-1a; during summer: M-Th 8a-10p, F 8a-5p, Sa 10a-6p, Su Closed

Privileges do not include OhioLINK.

Internet Policy

Visitors may obtain a guest login to access the Internet by showing a photo ID. Children under 16 must be accompanied by an adult. The library does not filter internet content. Visitors may be asked to yield computer access to members of the Xavier community if needed.

Overdue Notifications

All overdue notices are sent via email unless patron does not have an email address; then overdue notices are sent via USPS. Fines are ten cents per day for books, fifty cents per day for audiovisuals. Materials not returned within 30 days of the date due will result in a replacement bill. Replacement costs are billed at \$85.00 per item plus any applicable fines.

Contact Information

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

Lindsey Ritzert
Circulation Services Librarian
Information Resources Center
Xavier University
513-745-4810
ritzertl@xavier.edu

Matthew Williams
Evening Services Supervisor
Information Resources Center
Xavier University
513-745-3882
williamsm9@xavier.edu

OR

Call the Information Resources Center at 513-745-3881 and ask for a circulation supervisor.

To renew, use My Library Record at www.xavier.edu/library or call the Information Resources Center at 513-745-3881.