

Online Student Orientation Checklist Clara Fritzsche Library-Notre Dame College

In order to get started in your research and use OhioLINK, you must first set up a Notre Dame College library account with the Clara Fritzsche Library. A barcode will be assigned to you which functions as your library card number. Once you have set up your library account you can:

- request books and audiovisual materials online from any of the 90 libraries in OhioLINK and be able to pick them up in 2-4 days from any library in the OhioLINK system
- monitor your library account at any time to check the status of requested items and renew books online (up to four renewals or twelve weeks)
- access over 140 databases containing the full text of 12,000 journals, magazines and newspapers from any library, campus or home computer
- check out books, audiovisual materials and curriculum items from our library's collection

SETTING UP YOUR LIBRARY ACCOUNT:

1. **Set up your Notre Dame College e-mail account.** You will need an activated e-mail account in order to receive library notices and other campus correspondence, assignments and announcements.
2. **Complete a library circulation agreement.** You must fill out a Circulation Agreement in order to borrow materials and use OhioLINK and other library services. Circulation Agreements may be found on the library website in either interactive or printable formats: www.notredamecollege.edu/library. Signed and dated Circulation Agreements can be faxed to the library at 216-381-3227, scanned and e-mailed to Joseph Glass, Circulation Manager at jglass@ndc.edu, mailed to: Clara Fritzsche Library, Notre Dame College, 4545 College Road, South Euclid, OH 44121 or dropped off at the library circulation desk. Once we receive your circulation agreement, you will be issued a letter with a clippable library card attached containing your barcode number.
3. **Once you receive your card, keep it handy.** Remember, you will not be able to order OhioLINK books or access the databases unless you have your barcode number linked to a valid library account. You will also be required to present your library card when picking up OhioLINK items or checking out materials from any OhioLINK library.

For more information on the library, check the library website at:
www.notredamecollege.edu/library.

Detailed library information for online students can also be found on the library website under "Library Services."

www.notredamecollege.edu/resources-and-services/clara-fritzsche-library/services/services-to-online-students

Questions? Call or leave a message at the library circulation desk (216) 373-5267 or contact Karen Zoller at kzoller@ndc.edu and we will get back to you as soon as possible.