

SPRING BOOK REQUESTS



Please remember to return all Notre Dame College Library, OhioLINK and interlibrary loan books by the end of the fall session (Thursday, December 15, 2011). *A fee of \$15.00 per book* will be assessed on any materials unreturned by the beginning of the spring 2012 semester (Tuesday, January 17, 2012).* If you need your books over the winter break, contact the library at 216.373.5267 and we will adjust your due date. *\$5.00 for NDC library books.



The library is now accepting OhioLINK book requests for the spring 2012 semester. Use the book request form at the library circulation desk or e-mail requests to kzoller@ndc.edu. Please include author, title, edition and publication date for all items requested. Include ISBN and publisher if available. The library will begin processing spring semester book requests on Wednesday, January 4, 2012 in the order in which they were submitted.



As a service to students, the Clara Fritzsche Library automatically renews OhioLINK books for the four three-week renewal periods allowed by OhioLINK policy. If the textbooks are ordered according to the above timetable, students can have uninterrupted use of the books through the entire semester including finals week with no overdue fees. However, if semester books are ordered too soon (more than two weeks before the start of the fall semester), they will exceed the four renewals allowed by OhioLINK well before the semester ends. *At that point a .50 per day fee will be assessed on any overdue OhioLINK books in accordance with OhioLINK policy.* If the books are still needed, the student will then have the option of reordering the books and returning the overdue copies when the replacement copies arrive (if available) or paying the fine.