

Clara Fritzsche Library, Notre Dame College
OhioLINK Consortium
Circulation Agreement for Faculty, Staff and Students.

THIS FORM MAY BE FAXED TO THE LIBRARY AT 216-381-3227

I, the undersigned, am applying for borrowing privileges as defined by the circulation policies of the Clara Fritzsche Library, Notre Dame College.

I agree to abide by the circulation policies and procedures of the Clara Fritzsche Library and of the OhioLINK consortium. Some of these policies are highlighted below (the full versions of library policies and procedures are available on the library's web site):

- Patrons will be held responsible and liable for all materials checked out in their name using their Notre Dame library account. Patrons also agree to pay any fines, charges or fees that are assessed to them according to the Library's circulation policies and procedures.
- The Circulation Librarian or Library Director may suspend a patron's borrowing privileges at any time for non-payment of fines, charges or fees. Borrowing privileges may be permanently suspended if a patron demonstrates frequent or repeated disregard of library notices or policies.
- Patrons are charged overdue fines according to the following table:

Item Type	Amount Charged
Non-Reserve Materials	10¢ per item per day overdue
Reserve Materials	50¢ per item per day overdue
Audio-Visual or Technology Equipment	\$1.00 per item per day overdue
OhioLINK Materials	50¢ per item per day overdue (\$2.00 per item per day if recalled)
Non-OhioLINK Interlibrary Loan (ILL) Materials	Determined by the lending library

Faculty and staff are exempted from fines **only** on materials owned by the Clara Fritzsche Library. (OhioLINK and interlibrary loan charges apply to all patrons).

- A patron will be charged \$2.00 for failing to pick up an OhioLINK or interlibrary loan item *within 7 days* of notification of its arrival.
- The standard replacement charge for any lost OhioLINK item is \$115.00. This charge applies to any OhioLINK item more than 30 days overdue.

I certify that the information provided below is correct and that I agree to adhere to the circulation policies of the Clara Fritzsche Library and the OhioLINK consortium.

Signed: _____ **Date:** _____

Patron Information (subject to verification by Student Records Office)—please PRINT:

Name:

LAST	FIRST	M.I.
Home Address:		
STREET, APARTMENT	CITY	STATE/ PROVINCE
		ZIP/ COUNTRY

What are the best ways for the library to contact you?

Primary contact (email/voice with area code)	Secondary contact (email/voice with area code)
--	--

Please indicate student, faculty, or staff status at Notre Dame College:

Student: (circle all that apply)			
Main Campus <i>or</i> ONLINE	Fr. So. Jr. Sr. Grad. TEEL Other: _____	<i>or</i>	

Faculty: (please circle one)	
Full-Time	Adjunct

Staff

NDC ID number (2-6 digits):

TO BE COMPLETED BY LIBRARY STAFF ONLY:	
Patron Record Number: .p	Staff Initials: