

**OHIOLINK/INTERLIBRARY LOAN REQUESTS
CLARA FRITZSCHE LIBRARY**

Here are some things to remember when making a book or audio-visual request:

- OhioLINK deliveries generally take 2-4 days and usually arrive in the afternoon. We will contact you by phone or e-mail as soon as your request arrives.
- If you no longer need the item, please notify the library staff as soon as possible so that we can cancel the request. If you receive a call or an e-mail that a book has arrived and you find that you no longer need it, please notify us at that point. By not doing so, you are preventing others from having access to the book, especially if it is a high-demand item. If a book arrives and it is not picked up within 2 weeks, a \$2.00 fee will be added to your account.
- Please make an effort to return the book in the condition in which it arrived and with paperwork intact. You will be charged if the book is water-damaged, highlighted, written in, torn, dog-eared or otherwise damaged.
- OhioLINK books may be renewed up to 4 times. However, if you receive notification that a book has been recalled, it must be returned or a fine of .50 per day will be assessed. Videos, DVDs, CDs and CD-ROMs from OhioLINK may be checked out for 1 week and have no renewals. Due dates for interlibrary loan items vary according to the lending library's loan policy. Fines for overdue, lost or damaged items are assessed at the discretion of the lending library.
- These books are intended for your use only. Do not check out books for someone else on your card or loan them to a friend. Do not leave books with other departments or give them to friends to return. You are solely responsible for the item if it is lost or damaged by someone else.
- Please return the book to the library circulation desk as soon as you are done with it. A book drop located to the left of the library's main entrance may be used to return books (not audio-visual items) if the library is not open.
- If your OhioLINK book has not arrived within one week, you can check your record and the status of your requests on the library website www.notredamecollege.edu/library. Be sure to have your campus ID card and click on "[Check Your Patron Record](#)" Follow the prompts to access your information.