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 access over 140 databases containing the full text of 12,000 journals, magazines and newspapers from any library, campus or home computer.

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 use OhioLINK and other library services. Circulation Agreements may be found on the library website. [www.notredamecollege.edu/library](http://www.notredamecollege.edu/library). Scroll down to the grey box and click on “Activate your library account here.” Click on the link that says “Form for online students” and fill out the electronic form.” 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 access the databases unless you have your barcode number linked to a valid library account.

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