

## CWRU Faculty Loan Periods Kelvin Smith Library Items

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
<b>Books</b>	Annual faculty due date	1 renewal*	\$0.25 per day, Maximum fine of \$30.00	\$110.00, Billed 21 days after overdue
<b>Videos &amp; DVDs</b>	7 days (Booking DVDs/videos may shorten the loan period)	No renewals, but items may be checked in and back out, barring holds or bookings	\$5.00 per day, Maximum fine of \$15.00	\$110.00, Billed 3 days after overdue
<b>Other Media</b>	7 days - 21 days, depending on item	No renewals, but items may be checked in and back out, barring holds or bookings	\$1.00 per day	\$110.00
<b>Bound Journals</b>	21 days	1 renewal*	\$1.00 per day	\$110.00
<b>Course Reserve</b>	Loan periods determined by the faculty member	No renewals	\$1.00 per hour or \$25.00 per day, Maximum fine of \$75.00	\$110.00
<b>Permanent Reserve</b>	3 hours or 7 days, as marked on item	No renewals	\$25.00 per day, Maximum fine of \$75.00	\$110.00
<b>Plays/Scripts Collection</b>	21 days	4 renewals*	\$0.25 per day	\$110.00
<b>Microfilm &amp; Microfiche</b>	7 days	No renewals, but items may be checked in and back out*	\$1.00 per day	\$110.00
<b>Government Documents</b>	Varies by item (Some items may be library use only)	1 renewal, but items may be checked in and back out*	\$1.00 per day	\$110.00

\*barring holds or recalls

Updated February 2017, sxs1827

## CWRU Faculty Loan Periods OhioLINK & SearchOhio Items

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
OhioLINK Books	42 days	6 renewals*	\$0.50 per day, Maximum fine of \$50.00	\$125.00 If the item is returned before the bill is paid, only \$50.00 in charges will be owed for the item
OhioLINK Bound Journals	7 days	No renewals	\$1.00 per day	\$125.00 If the item is returned before the bill is paid, only \$50.00 in charges will be owed for the item
OhioLINK Media	7 days	3 renewals*	\$1.00 per day	\$125.00 If the item is returned before the bill is paid, only \$50.00 in charges will be owed for the item
SearchOhio Books, Audiobooks & Music	21 days	3 renewals*	\$0.50 per day	\$50.00, Billed 21 days after overdue  If item returned in good condition, bill reduced to \$25.00
SearchOhio DVDs	7 days	3 renewals*	\$0.50 per day	\$50.00, Billed 21 days after overdue  If item returned in good condition, bill reduced to \$25.00

\*barring holds or recalls

## CWRU Faculty Loan Periods Other Items

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
<b>Interlibrary Loan Items</b>	Varies (Determined by loaning institution)	1 renewal, at most (Determined by loaning institution)	Varies (Determined by KSL Interlibrary Loan)	Varies (Determined by KSL Interlibrary Loan and loaning institution)
<b>CPL@Case Items</b>	21 days	3 renewals	Varies (Determined by Cleveland Public Library – Fines must be paid to CPL)	Varies (Determined by Cleveland Public Library)