

**Patron Status-Determined Loan Periods below - General Loan Periods further down**

**CWRU Faculty Loan Periods**

| Item Type      | Loan Period                   | Renewal Limit | Fines                                      | Replacement Bill   |
|----------------|-------------------------------|---------------|--|--|
| KSL Books      | Annual academic year due date | 1 renewal*    | \$0.25 per day;<br>Maximum fine of \$30.00 | \$110.00 - Billed<br>21 days after overdue               |
| OhioLINK Books | 42 days                       | 6 renewals    | \$0.50 per day;<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |

**CWRU Staff (including Postdocs\*\*) Loan Periods**

| Item Type      | Loan Period                   | Renewal Limit | Fines                                      | Replacement Bill   |
|----------------|-------------------------------|---------------|--|--|
| KSL Books      | Annual academic year due date | 1 renewal*    | \$0.25 per day,<br>Maximum fine of \$30.00 | \$110.00 - Billed<br>21 days after overdue               |
| OhioLINK Books | 21 days                       | 6 renewals    | \$0.50 per day,<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |

**CWRU Graduate Student Loan Periods**

| Item Type      | Loan Period            | Renewal Limit | Fines                                      | Replacement Bill   |
|----------------|------------------------|---------------|--|--|
| KSL Books      | Semester Loan due date | 2 renewals*   | \$0.25 per day,<br>Maximum fine of \$30.00 | \$110.00 - Billed<br>21 days after overdue               |
| OhioLINK Books | 21 days                | 6 renewals    | \$0.50 per day,<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |

**CWRU Undergraduate Student Loan Periods**

| Item Type      | Loan Period | Renewal Limit | Fines                                      | Replacement Bill   |
|----------------|-------------|---------------|--|--|
| KSL Books      | 21 days     | 4 renewals*   | \$0.25 per day,<br>Maximum fine of \$30.00 | \$110.00 - Billed<br>21 days after overdue               |
| OhioLINK Books | 21 days     | 6 renewals    | \$0.50 per day,<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |

\* Barring holds or recalls. After the renewals have been used, or if no renewals are allowed, these items may be brought back to KSL to be checked-in and then checked-out again (barring holds or recalls).

\*\* CWRU generally defines Postdocs as staff.

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## Kelvin Smith Library Items

| Item Type                         | Loan Period  | Renewal Limit | Fines  | Replacement Bill                          |
|-----------------------------------|--|---------------|--|---|
| <b>Videos &amp; DVDs</b>          | 7 days (Bookings may shorter the loan period)          | No renewals*  | \$5.00 per day,<br>Maximum fine of \$15.00                     | \$110.00 - Billed<br>3 days after overdue |
| <b>Other Media</b>                | 7-21 days, depending on item                           | No renewals*  | \$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<br>the faculty member       | No renewals   | \$1.00 per hour or \$25.00 per<br>day, Maximum fine of \$75.00 | \$110.00                                  |
| <b>Permanent Reserve</b>          | 3 hours or 7 days,<br>as marked on item                | No renewals** | \$25.00 per day,<br>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*  | \$1.00 per day   | \$110.00                                  |
| <b>Government Documents</b>       | Varies by item (Some items<br>may be Library Use Only) | 1 renewal*    | \$1.00 per day   | \$110.00                                  |

## OhioLINK & SearchOhio, Interlibrary Loan, and CPL@Case Items

| Item Type   | Loan Period | Renewal Limit      | Fines                                      | Replacement Bill   |
|---|-------------|--------------------|--|--|
| <b>OhioLINK Bound Journals</b>                      | 7 days      | No renewals        | \$1.00 per day,<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |
| <b>OhioLINK Media</b>                               | 7 days      | 3 renewals*        | \$1.00 per day,<br>Maximum fine of \$50.00 | \$125.00 - Billed no fewer<br>than 30 days after overdue |
| <b>SearchOhio Books,<br/>Audiobooks &amp; Music</b> | 21 days     | 3 renewals*        | \$0.50 per day,<br>Maximum fine of \$25.00 | \$50.00 - Billed<br>21 days after overdue                |
| <b>SearchOhio DVDs</b>                              | 7 days      | 3 renewals*        | \$0.50 per day,<br>Maximum fine of \$25.00 | \$50.00 - Billed<br>21 days after overdue                |
| <b>Interlibrary Loan Items</b>                      | Varies      | 1 renewal, at most | Varies                                     | Varies   |
| <b>CPL@Case Items</b>                               | 21 days     | 3 renewals*        | Varies (Fines are paid at CPL)             | Varies (Determined by CPL)                               |

\* Barring holds or recalls. After the renewals have been used, or if no renewals are allowed, these items may be brought back to KSL to be checked-in and then checked-out again (barring holds or recalls).

\*\* These items may *not* be checked-out again to the same patron until the following day.

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