KELVIN SMITH LIBRARY

FACT SHEET & POLICIES for STANDARD LEVEL
ALUMNI BORROWING PRIVILEGES AT KSL & MSASS LIBRARIES

All Case alumni who wish to borrow library materials from the Kelvin Smith Library are welcome to apply for and purchase an annual Alumni Borrower’s card for a fee of $25.00. The card is valid for 1 year and is issued by the Administration Office of Kelvin Smith Library during office business hours (M-F, 8:30-5:00 p.m.)

STANDARD LEVEL – ALUMNI PRIVILEGES:
• Borrowing privileges for general circulating collections of KSL & MSASS Libraries
• Note: Remote access to databases and electronic resources and Interlibrary Loan services are not included at this level.

BORROWING PRIVILEGES:
• All borrowers are responsible for all due dates, renewals, and fines.
• 21-day loans, with up to 4 renewals of 21 days each for most KSL and MSASS books.
• Items may be recalled at any time, with late fines of $1.00 per item, per day.
• Late fines for most Case materials are $.25 per day; replacement fees are $110.00/item.
  • Non-circulating items: journals, reference items, media, special materials/formats, laptops and equipment in the Freedman Center.
• OhioLINK: limited borrowing privileges to alumni 5 current transactions in the system:
  • 21-day loans, up to 4 renewals of 21 days each/most items (items may be recalled).
  • OhioLINK late fines are $.50 per day; replacement fees are $125.00/item.
• All delinquent library accounts are sent to a collection agency for resolution.
• Renew library materials through “View Your Library Record” on the Case Catalog.
• Interlibrary Loan services are not included at this level but are provided by public libraries.

LIBRARY BUILDING PRIVILEGES:
Photocopy and printing equipment is available to all who use the KSL collections:
• Photocopying is $.10/page and printing is $.05/image.
• Equipment accepts $1 and $5 bills. Please plan ahead for your photocopying activities—the library does not give change for photocopying & printing, but equipment gives coin change for bills, when coins are available in the internal trays.
Computers designated “Guest” (no login required) are available to Case alumni:
• Library computers are for educational research purposes and database contracts require that resources are for personal, non-commercial uses only.
• Case & Guest computers offer identical research resources.

Access to Kelvin Smith Library information materials, computers, network and building resources is a privilege. Acceptable Use Policy guidelines for the use of shared resources are applicable to Case Alumni Borrowers.

KSL Hours Hotline 216-368-6500
Library Information, News, the Catalog, and more are available at http://library.case.edu

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