

CWRU Students and Staff Loan Periods
Kelvin Smith Library Items

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
Books	<u>Undergraduate Students:</u> 21 days	<u>Undergraduate Students:</u> 4 renewals*	\$0.25 per day, Maximum fine of \$30.00	\$110.00, Billed 21 days after overdue
	<u>Graduate Students:</u> 1 semester (due date falls on fixed date at the end of each semester)	<u>Graduate Students:</u> 2 renewals* After 2 renewals, books may be checked in then checked back out*		
Videos & DVDs	7 days (Bookings of 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
Other Media	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
Bound Journals	21 days	1 renewal, but items may be checked in and back out*	\$1.00 per day	\$110.00
Course Reserve	Loan periods determined by the faculty member Note: only 4 course reserve items may be checked out at one time.	No renewals	\$1.00 per hour or \$25.00 per day, Maximum fine of \$75.00	\$110.00
Permanent Reserve	3 hours or 7 days, as marked on item	No renewals	\$25.00 per day, Maximum fine of \$75.00	\$110.00

Plays/Scripts Collection	21 days	4 renewals*	\$0.25 per day	\$110.00
Microfilm & Microfiche	7 days	No renewals, but items may be checked in and back out*	\$1.00 per day	\$110.00
Government Documents	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

**CWRU Students and Staff Loan Periods
OhioLINK & SearchOhio Items**

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
OhioLINK Books	21 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, 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 Media	7 days	3 renewals*	\$1.00 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
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 Students and Others Loan Periods
Other Items**

Item Type	Loan Period	Renewal Limit	Fines	Replacement Bill
Interlibrary Loan Items	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)
CPL@Case Items	21 days	3 renewals	Varies (Determined by Cleveland Public Library– Fines must be paid to CPL)	Varies (Determined by Cleveland Public Library)