



OHIO
UNIVERSITY

Welcome to Alden Library.

We are pleased to create a Community Account for you!

Please hold on to this information to help best utilize your account.

Information you need to be aware of before borrowing material from Ohio University Libraries.

The Library's main phone number is: **740-593-2699**. Please call us should you need assistance or have any questions regarding your account. We also have an email address:

library.borrowing@ohio.edu.

We're here to help!

You may check out up to 5 books at a time for 3 weeks. You may renew one time for an additional 3 weeks online at: <https://alice.library.ohio.edu/patroninfo/>, in person, or over the phone. If you wish to keep the item after the one renewal, contact us. Most of the time additional renewals are possible, as long as someone else hasn't placed a hold on the item(s).

You may order books from the Annex or one of our branch campuses, but not through

OhioLINK. You do not have access to items from our Media collection (movies).

Borrowing privileges are suspended if any item is 29 days or more overdue.

You have 29 days past the due date to RETURN, RENEW, or REPLACE (if lost or damaged) any item that is overdue before your account becomes blocked and you are BILLED for the item. During those 29 days, you will not be charged overdue fines, so make sure you take care of returning or renewing within this timeframe.

A \$100 replacement fee per item will be billed to your account for items not renewed or returned within the 29 day grace period. Material may be returned after this point, but until it is your account will remain suspended. Privileges will not be restored until all items are returned, replacement fees paid, or items replaced. Replacement copies in like new condition may be purchased and brought in for replacement of any billed material. We do not have a payment plan. Please also note, once an item is paid for no refunds are possible, even if the book is later returned.

Items may be recalled from you if another patron, or the library, has need of it. You will be notified of a new due date if this happens.

You are required to have your patron card, or a valid form of photo ID with you in order to check material out. We will provide you with an authorization slip to take to the Bobcat Depot to obtain an OU community ID card free of charge to be used for this purpose.

Your community card expires ONE year from the date you applied. You will need to reapply/renew it annually.