

ACCESS

All users of the Dorothy H. Hoover Library are entitled to reasonable and equitable access to collections and services, subject to Library/AV policies. There are different member categories:

OCAD STUDENTS may:

- sign-out a maximum of
 - 9 books
 - 30 pictures
 - 3 AV items
- gain full access to all OCAD licensed databases on or off campus
- **NOTE:** accounts must be renewed every academic year; students must come to the library and renew their account by 10 September.

OCAD FACULTY, STAFF, GRADUATE STUDENTS, & AGO FACULTY AFFILIATES may:

- arrange with circulation staff to extend loan period for one month (with the potential of 5 renewals; see p. 3)
- arrange with circulation staff to sign-out more items for teaching and research purposes
- gain full access to all OCAD licensed databases on or off campus
- **NOTE:** accounts must be renewed every academic year; users must come to the library and renew their account by 10 September.

OCAD CONTINUING STUDIES STUDENTS & INSTRUCTORS

- are required to purchase a special membership Fees are:
 - 3 months \$25
- are required to present a valid piece of photo ID, plus an OCAD Continuing Studies Fees Receipt or final confirmation of registration.
- have the same borrowing privileges and restrictions as SPECIAL MEMBERS

SPECIAL MEMBERS

- are public users or OCAD alumni with a valid piece of photo ID
- are required to purchase a special membership. Fees are:
 - 6 months \$50 (\$25 alumni)
 - 1 year \$100 (\$50 alumni)
- may sign-out up to
 - 9 books
 - 30 pictures
- cannot sign-out AV items
- cannot access OCAD licensed databases from off campus
- will not be issued a card if an outstanding debt to the University is owed (unpaid library fees or fines or library materials not returned)

DIRECT BORROWERS

- are undergraduates from York or Ryerson Universities; or faculty, retired faculty, staff or graduate students from other universities in Canada
- with a valid university ID card, special members are issued OCAD Library cards and may sign-out up to:
 - 9 books
 - 30 pictures
- cannot sign-out AV items
- cannot access OCAD licensed databases from off campus

COLLECTIONS

CIRCULATING BOOKS

- may be signed out for 2 weeks
- can be renewed up to 5 times, unless a hold has been placed on it by another patron

REFERENCE BOOKS (REF)

- includes REF in call number
- do not circulate, except for short-term loan and cannot be renewed

QUICK REFERENCE BOOKS (QUI REF)

- includes QUI REF in call number
- do not circulate, except for short-term loan and cannot be renewed

PERIODICALS

- include new issues and bound back issues
- do not circulate, except for short-term loan and cannot be renewed

VIDEOS (VC) & DVD

- include VC for VHS tapes or DVD in call numbers
- circulate for over night loans unless LIBRARY USE ONLY is indicated
- FACULTY may sign out LIBRARY USE ONLY videos for a limited time, but cannot renew items online

RARE BOOKS (RBC)

- include RBC in call numbers
- must be requested in advance from Library staff using request forms at the Circulation Desk
- cannot be removed from the Library and do not circulate

ARTIST BOOKS (BKWF)

- include BWK in call numbers
- must be requested in advance from Library staff using request forms at the Circulation Desk
- cannot be removed from the Library and do not circulate

ARCHIVAL MATERIAL

- must be requested in advance from Library staff using request forms at the Circulation Desk
- cannot be removed from the Library

LOANS

Borrowers must sign out materials using a valid ID card and assume responsibility for items until they are returned. **All borrowers are subject to fines, replacement costs or other sanctions for lost materials**

CIRCULATING BOOK LOANS

- may be signed out for 2 weeks
- can be renewed up to 5 times, unless a hold has been placed on it by another patron or there are **fines** or **overdue** items on one's record

VIDEO/DVD LOANS

- may be signed out overnight
- can be renewed up to 2 times
 - **renew only once on a due date** (renewing twice on one day will **not** change the due date by two days; instead both renewals will be used up)

SPECIAL LOANS

SHORT-TERM LOANS

Faculty, students and staff may sign out:

- periodicals, quick reference or reference books
- for 4 hours (maximum) at the discretion of Library/AV staff
- **NOTE:** short-term loans cannot be extended or renewed online

RESERVE LOANS

Students may sign out reserve materials for:

- 2 hours
- in-Library use only
- cannot extend this period or renew items online
 - **NOTE: fines are \$1.00 PER HOUR for late return of materials to Circulation Desk**

RECALLS

The Library/AV has the right to recall materials at any time. It is the borrower's responsibility to return materials when contacted.

RENEWALS

The Library does **NOT** offer **TELEPHONE RENEWALS**. All renewals are available online through www.ocad.ca/library

ALL MEMBERS:

- can log in to MyAccount using the entire 14 digit barcode from ID card
- may renew items until the due date
 - print items up to **five** times
 - AV items up to **two** times (renew only once on a due date)
- cannot renew
 - between 10:30 pm – 12:00 midnight
 - if there are **fin**es or **overdue** items on one's record
 - if another patron has placed a hold on the item

HOLDS

ALL MEMBERS

- may place holds on **up to three** items that are signed out to another patron
- cannot place holds on **videos, DVDs or other AV items**

OVERDUE ITEMS & FINES

The Library does not send notices or call borrowers when materials are overdue. Once an item is overdue come to the Circulation Desk at the Library. Note that AV loan fines can also be applied to library records.

- **See Overdue Fines list on p. 5**

OVERDUE ITEMS & FINES

END OF TERM

All members are required to pay any outstanding fines at the end of each term.

REPLACEMENT COSTS

When the maximum fine amount has been reached, it will be declared "lost." The borrower will be charged:

- the full replacement cost
- plus a \$5.00 processing charge per item

If the item is found after declaring it as lost, the borrower must pay all accumulated overdue fines and the money paid for the replacement copy cannot be refunded.

- **NOTE: Processing charges are non-refundable.**

BLOCKS

Borrowers who do not return library materials (including AV equipment) within the scheduled loan period, or when requested, will have their Library privileges suspended until items have been returned and all fines and charges are paid.

- **NOTE: non-return of Library property and non-payment of fines of \$20 or more constitute a debt to the College and a block will be put on both the patron's OCAD Library and information records account. This will prevent students from accessing the Student Information System, receiving transcripts, or graduating from the University.**

PAYMENT

Fines may be paid in cash or by certified cheque at the Circulation Desk payable to Dorothy H. Hoover Library. Credit card or Debit Card transactions must be made at the Cashier at 115 McCaul.

CONTACTS

(416) 977-6000

LIBRARY SERVICES	
Circulation	358
Reference Desk	334
Reference Librarians	217 or 343
Archives	201
Systems Support	355
Library Director	348



Dorothy H. Hoover Library

113 McCaul St, 2nd Floor

OVERDUE FINES

ITEMS	FINE	MAXIMUM AMOUNT	LOAN PERIOD	GRACE PERIOD	RENEWALS
Audio Cassette (CR)	\$0.50 per day	\$10.00	2 weeks	1 day	2 times
Audio CD (CDA)	\$0.50 per day	\$25.00	2 weeks	1 day	2 times
CD Rom Circulating (CDR)	\$0.50 per day	\$25.00	2 weeks	1 day	2 times
Book	\$0.50 per day	\$25.00	2 weeks	1 day	5 times
DVD	\$1.00 per day	\$50.00	overnight	none	2 times
Video (VC)	\$1.00 per day	\$50.00	overnight	none	2 times
Reference DVD	\$2.00 per day	\$100.00	overnight	none	none
Reference Video	\$2.00 per day	\$100.00	overnight	none	none
Periodical	\$1.00 per hour	\$50.00	4 hours	none	none
Reference/ Quick Ref Book	\$1.00 per hour	\$100.00	4 hours	none	none
Reserve Materials	\$1.00 per hour	\$50.00	2 hours	none	none