

Borrower Responsibilities

Date Approved: 11/14/2024

Effective Date: 11/14/2024

Responsible Position: Vice Provost and Lindseth Family University Librarian

Responsible Office/Department/Team: Kelvin Smith Library

Related Legislation / Policies:

- [KSL Code of Conduct](#)
- [KSL Community Access Policy](#)
- [Borrowing Privileges for CWRU Students, Faculty, & Staff | Kelvin Smith Library](#)
- [KSL Lending and Fines Policy](#)

Review Period: Every 5 years

Date of Last Review: 11/14/2024

Relates to: All patrons of the Kelvin Smith Library and eligible borrowers

I. Policy Statement

Kelvin Smith Library provides access to a wide range of physical collections, including books, videos, media equipment kits, computers, microfilm, scanners, plays/scripts, and government documents. Additionally, the library offers spaces for research and rest, as well as on-site access to non-circulating items in [Special Collections](#) and the [University Archives](#).

II. Purpose of this Policy

This policy establishes the expectations and standards for library patrons and borrowers to ensure the fair and efficient use of library resources. It aims to ensure equitable access to materials for all users, reduce library costs associated with lost or damaged items, support academic success, and foster a respectful approach to handling materials used for study and research. Additionally, it emphasizes adherence to the library's code of conduct to maintain a respectful environment conducive to accessing resources and spaces for study and research. Following these standards helps to make sure the library resources are accessible for all library users.

III. Definitions

CaseOneCard: The CaseOneCard is an individual's official CWRU identification card. It is a person's access to everything, including the library building and it is used for borrowing library materials. No one may borrow books or other library materials except with his or her own card.

OhioLINK: The Ohio Library and Information Network (OhioLINK) is Ohio's statewide academic library consortium, serving 116 libraries at 87 institutions plus the State Library of Ohio.

OhioLINK Visiting Patron: A feature that allows a patron at one OhioLINK member library to borrow material from another OhioLINK member library using the patron's regular student ID when visiting that library in person.

Patron: Refers to any individual who utilizes the resources, services, and facilities offered by Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.

I. The Policy

Eligibility and Access

This policy applies to all library patrons using KSL resources, including those eligible for borrowing privileges with library accounts in good standing.

Borrowers must present a valid borrower card, adhere to borrowing limits, and return materials on time. They should take care of all borrowed items, report any damage or loss immediately, and pay any associated fines or fees. Additionally, borrowers must follow the library's code of conduct to maintain a respectful environment for all users.

Borrowing and Returning Items

Patrons must present a valid borrower card for all borrowing transactions. Borrowing privileges are not transferable; the library card must be used only by the registered borrower. Borrowers are responsible for everything checked out in their name and must adhere to the borrowing limits set by the library for different types of materials. Items must be returned on time and in good condition to avoid fines. CWRU students, faculty, staff, and visiting scholars can view their library account to track due dates (including shortened due dates for recalled items), materials ready for pick-up, and overdue items.

Borrowed media equipment must be returned in person to library staff at the Service Center.

Books borrowed from KSL can be returned to the KSL Service Center and library book drops.

Some circumstances may allow for books to be returned via mail. KSL will accept returns from a trackable courier or USPS mail. When items are shipped, please obtain a tracking number for the package.

Kelvin Smith Library - A&RS
11055 Euclid Ave.
Cleveland, OH 44106-7151 United States

Care of Materials

Borrowers are responsible for the care and safekeeping of all borrowed materials and for returning items in good condition, complete with all accessories, parts, manuals, and packaging.

Borrowers should handle books with clean, dry hands and avoid underlining or writing in library materials. Instead, they should take notes on a separate sheet of paper. Sticky notes should not be attached to book pages, nor should the corners of pages be turned down to mark a place. Instead, borrowers should use a slip of paper to mark their place. Additionally, laying the book face down to mark a place should be avoided, as it weakens the binding.

Any damage or loss of materials must be reported immediately. Borrowers may be liable for repair or replacement costs. Do not attempt to repair any materials. Bring damaged materials to the KSL Service Center for library staff to assess and repair.

Borrowers who claim to have returned material should initiate a Claims Returned Search by contacting smithcontact@case.edu. If the material is not located after several searches, the borrower will be held liable for replacement costs and a nonrefundable billing fee. If you find items you thought were lost, please return them to KSL as soon as possible.

Borrowers must adhere to the [KSL Code of Conduct](#) policy, ensuring a respectful environment for all users by taking good care of materials and respecting property.