

KSL Lending Policy: Physical Materials

Date Approved: 11/14/2024

Effective Date: 11/14/2024

Responsible Position: Vice Provost and Lindseth Family University Librarian and the Associate University Librarian for Access, Research, and Engagement Services

Responsible Office/Department/Team: Administrative Services

Related Legislation / Policies:

- [Access Restrictions to Material in the University Archives](#)
- [Borrower Responsibilities](#)
- [Equipment Borrowing Frequently Asked Questions](#)
- [Interlibrary Loan](#)
- [KSL Borrowing Privileges for CWRU Students, Faculty, & Staff](#)
- [KSL Licensed E-Resources: Conditions of Use Policy](#)
- [University Archives & Special Collections](#)

Review Period: Every 5 years

Date of Last Review: 11/14/2024

Relates to: CWRU students, faculty, and staff; community and OhioLINK patrons

I. Policy Statement

Kelvin Smith Library provides access to a wide range of physical collections, including books, videos, media equipment kits, laptops, microfilm, plays/scripts, and government documents. Additionally, the library offers on-site access to non-circulating items in [Special Collections](#) and the [University Archives](#). All current faculty, emeritus faculty, students, and staff at CWRU, and joint borrowers from CIM and CIA, with library accounts in good standing are eligible for borrowing privileges as established by the lending library.

II. Purpose of this Policy

The Kelvin Smith Library lending policy establishes the guidelines for borrowing and returning physical materials and replacement fees for lost or damaged items. This policy aims to encourage the timely return of items and ensure the preservation and availability of the library's collection for all patrons.

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.

Course Reserves: KSL offers physical course reserves for books, DVDs/Blu-ray discs, and CDs. Reserved materials associated with CWRU courses are made available to enrolled students. These materials must be returned on time to maintain equitable access.

Home Institution: The OhioLINK institution at which a student is enrolled. The library of the home campus is referred to as the home library.

Interlibrary Loan (ILL): A service that allows library users to borrow materials from other libraries when the desired item is not available at CWRU or via the OhioLINK consortium. The home library provides ILL services for the student and is responsible for requesting the materials and delivering them to the student. ILL fines are determined by the lending library.

KSL media equipment kits: First-come, first-served loanable technology collection that offers academic, research and personal enrichment equipment kits to the CWRU and CIM community. Endowed and supported by the Freedman Center for Digital Scholarship team.

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 the Kelvin Smith Library. Patrons include students, faculty, staff, alumni, and members of the general public.

IV. The Policy

Kelvin Smith Library Lending

- Current CWRU faculty, students, and staff are able to borrow library materials at KSL. Visitors with a valid library card from OhioLINK or SearchOhio institutions can borrow books.
- All materials are subject to immediate recall if needed for course reserves.
- CWRU library borrowers can log in to [My Account](#) to track due dates, renew items online, check the status of requests, and pay fines and fees.

Interlibrary Loan (ILL)

- Interlibrary loan (ILL) involves retrieving and providing access to materials not owned by Case Western Reserve University or any other OhioLINK library, but which are obtained from other institutions for our patrons. Loan periods for returnable items obtained through ILL vary widely due to different circulation policies. Loan periods and renewals are determined by the lending library.
- See [Interlibrary Loan](#) for more details and to locate the home ILL service provider
- To inquire about KSL ILL renewals, contact ILL directly a smithill@case.edu

CPL@KSL

KSL offers a small collection of popular items from the Cleveland Public Library (CPL). These items can be borrowed using a physical CPL Library card and must be returned to KSL.

To borrow from this collection, patrons must first [apply for a CPL borrower card online](#). Once processed, the online application provides access to CPL e-resources. eCards obtained through the online application will be valid for electronic content (eMedia, databases, and other digital materials) only. Approved eCard applicants can pick up their physical CPL borrower card at [any CPL branch](#) by presenting a government-issued photo ID and proof of address. Local applicants may prefer to visit the nearby MLK Jr. branch on Stokes Blvd.

Borrowers

- **Individuals currently affiliated with CWRU:** including students, faculty, faculty emeriti, staff, postdocs, [alumni](#), and approved and sponsored [visiting scholars](#), as well as students of CIA and CIM
- **Individuals not currently affiliated with CWRU:** including [Community](#) borrowers and OhioLINK Visiting Patrons, as well as eligible staff from the Cleveland Museum of Art and the Western Reserves Historical Society.

Book Loan Periods

The duration for which items can be borrowed varies.

- **Undergraduate Students:** Most circulating books from Kelvin Smith Library have a 21-day loan period, with up to 4 renewals of 21 days each, barring holds or recalls. See the [Loan Periods Table](#).
- **Graduate Students:** Most circulating books from Kelvin Smith Library have a fixed due date that falls at the end of the current semester, which may be renewed up to 2 times for 1 semester each, barring holds or recalls. See the [Loan Periods Table](#).

- **Faculty and Staff:** Most circulating books from Kelvin Smith Library and Judge Ben C. Green Law Library have a 1-year fixed due date in May, which may be renewed 1 time for an additional year, barring holds or recalls. See the [Loan Periods Table](#).
- **OhioLINK Visiting Patrons:** Member library borrowers who are registered users at OhioLINK member libraries have access to a virtual statewide library. These borrowers must present current identification from their OhioLINK home institution to check out library materials at KSL, and their home library account must be in good standing according to their home library policies. To renew online, borrowers may view their circulation record in their local library catalog. OhioLINK loans for undergraduate, graduate, CWRU staff, and postdocs have a 21-day period. CWRU faculty have a 42-day loan period.
- **CWRU Community Card Members:** Borrowers must present their [CWRU Community Card](#) for building access. Users must be at least 18 years of age and present valid picture identification issued by the CWRU Office of Government and Community Relations. Community users can borrow KSL books using the [Cuyahoga County Library Card](#).

Renewals

- Patrons may request a renewal of items they currently have checked out, but should be aware that not all items are available for renewal. Many items may be requested to be renewed unless there is a hold request on the item or the maximum number of renewals has been reached. The number of renewals are limited.
- Renewals can also be accomplished by accessing [My Library Account](#) or contacting smithcontact@case.edu

Identification & Check-out Materials

- All library materials are checked out at the Service Center desk or the self-service kiosk, both located in KSL.
- All persons affiliated with CWRU must present their University ID.
- All identification cards are non-transferable.
- Each borrower is responsible for material checked out in their name.
- Each borrower is responsible for keeping the library informed of address changes.

Fines and Fees

Overdue items incur late fines. The library charges fees for lost or damaged items. Damaged items are subject to collection manager review to determine related fees.

- **Books:**
 - Late fines for overdue KSL books are \$0.25 per day, with a maximum fine of \$30.00. Returning an item that has been billed and/or is more than 21 days

overdue will incur a \$110.00 fine. If an item is not renewable because another user has requested it, the item must be returned.

- **KSL course reserves:**
 - Loan periods determined by the teaching faculty
 - Late fines are \$1.00 per hour or \$25.00 per day, maximum late fine of \$75.00.
 - After 3 days overdue, billed replacement is \$110.00
- **KSL interlibrary loan (ILL):**
 - ILL late fines and replacement fees vary and are determined by the lending library.
 - If a patron has an ILL item more than 2 weeks overdue, the patron ILL account becomes blocked. Blocked patrons cannot submit any new ILL requests. Once the item that is overdue is returned, the patrons account is unblocked.
 - A patron can lose ILL privileges if there are significant lost/damaged books
- **KSL Media:**
 - \$5/day overdue with max of \$30.00
 - Replacement fee is \$110.00
- **KSL 5-day loanable media equipment items:**
 - \$5/day overdue with a maximum fine of \$30.00
 - Replacement fees are dependent on the equipment kit.
- **KSL hourly loanable media equipment items:**
 - \$5/hour overdue with a maximum fine of \$30.00
 - Replacement fees are dependent on the equipment kit.
- **OhioLINK:**
 - Late fines are \$.50/day overdue, with a maximum fine of \$50.00
 - Replacement fines are \$125.00