



Using the OCAD U Library

OCAD U Alumni & Special Members

- MUST purchase a membership:
 - PUBLIC USERS: \$50 for 6 months or \$100 for 1 year
 - ALUMNI with proof of graduate status: \$25 for 6 months or \$50 for 1 year. Cards will not be issued if an outstanding debt to the OCADU University is owed (unpaid library fees or fines or library materials not returned)
- MUST present a valid piece of photo ID
- OCADU alumni MUST present confirmation of graduation (available from Alumni Office – Development & Alumni Relations).
- **The Library reserves the right to cancel or refuse memberships or library services**
- CANNOT
 - access OCAD U licensed databases from off-campus
 - sign out audio-visual items (VC, DVD)
 - request inter-library loans

COLLECTION	ITEM TYPE	LOANS	DURATION	RENEWALS using My Account UNLESS:		FINES see Overdue Fines
Circulating Collection	Print Books, Vertical Files (VF), CD ROMs (CDR)	9	2 WEEKS	✓	5 renewals	\$0.50 PER DAY
Short-Term Loan	Reference (REF), Quick Reference (QUI REF),	1	4 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	Periodicals (current & bound back issues)	2	4 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
In-Library Use Only ▪ items held at Circulation Desk	Course Reserves	3	2 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	DVDs, Videos (VC), CD ROMs (CDR)	1	UNTIL CLOSING ▪ of day item is signed out	✗	No renewals No extensions	
In-Library Use Only ▪ 24 hrs. advance notice using Special Collection Request Form	Off-Site Periodicals, Rare Books (RBC), Artists Books (BWK)	2	UNTIL CLOSING ▪ of day item is signed out	✗	No renewals No extensions	

