



Loan Information

DOROTHY H. HOOVER LIBRARY

RECALLS

The Library 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 MEMBERS: Can log in to [My Account](#) using the entire 14 digit barcode from ID card and may renew items until the due date

- up to **five** times
- OCADU students, faculty and staff and AGO faculty affiliates may renew AV items up to **two** times

Cannot renew:

- if there are **fin**es or **overdue** items on one's record
- if another patron has placed a hold on the item

OVERDUE ITEMS & FINES

The Library will send a courtesy note before a due date, and once after the due date has elapsed. It is the borrower's responsibility to return items on time, whether or not the notices were received. Once an item is overdue come to the Circulation Desk at the Library.

END OF TERM: All members are required to pay any outstanding fines by the end of each term.

REPLACEMENT COSTS: If a library book is lost, or one's fines reaches the maximum amount of \$25, a book will be declared "lost." The borrower will then be charged:

- the full replacement cost for the item
- the maximum fine of \$25.00
- plus a \$50.00 processing charge per item
- **NOTE:** If an item is returned after declaring it lost, the **maximum fine (of \$25) AND processing charges (\$50) are non-refundable**

BLOCKS: Borrowers who do not return library materials 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 University and a block will be put on both the patron's OCAD U Library and information records account. OCAD U students will be prevented 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 located at 230 Richmond Street W., Level 7.