



Using the OCAD U Library

OCAD U Faculty & Staff, AGO Faculty Affiliates, Continuing Studies Instructors						
COLLECTION	ITEM TYPE	LOANS	DURATION	RENEWALS using My Account UNLESS: <ul style="list-style-type: none"> ▪ a hold has been placed by another patron OR ▪ fines greater than \$10 are on one's record 		FINES see <ul style="list-style-type: none"> ▪ Overdue Fines
Circulating Collection	Print Books, Vertical Files (VF), CD ROMs (CDR)	Unlimited	4 WEEKS	✓	5 renewals (2 weeks for each)	\$0.50 PER DAY
	Circulating Videos (VC), DVDs (DVD)	Unlimited	1 WEEK	✗	2 renewals	\$1.00 PER DAY
Short-Term Loan	Reference (REF), Quick Reference (QUI REF), Periodicals (current & bound back issues)	Unlimited	1 WEEK	✗	No renewals No extensions	\$1.00 PER HOUR
In-Library Use Only <ul style="list-style-type: none"> ▪ items held at Circulation Desk 	Course Reserves (In-Library Use)	3	2 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	Course Reserves for Instructors of courses for which reserve items are held	Unlimited	DURATION of class for which reserve items are held	✗	No renewals No extensions	\$1.00 PER HOUR
	Library Use Only DVDs, Videos (VC), CD ROMs (CDR)	Unlimited	1 WEEK	✗	No renewals No extensions	\$1.00 PER DAY
In-Library Use Only <ul style="list-style-type: none"> ▪ 24 hrs. advance notice using Special Collection Request Form 	Off-Site Periodicals, Rare Books (RBC), Artists Books (BWK)	Unlimited	UNTIL CLOSING <ul style="list-style-type: none"> ▪ of day item is signed out 	✗	No renewals No extensions	
Inter-Library Loans	Print Books from other university libraries	Unlimited	VARIABLES depending on lending school's policies	✗	No renewals No extensions	\$1.00 PER DAY